

# RULES,

## REGULATIONS AND BY-LAWS

OF THE

### New York State Lunatic Asylum,

UTICA.

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UTICA, N. Y.

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# RULES, REGULATIONS AND BY-LAWS.

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## I. INTRODUCTORY REMARKS.

This Asylum has been erected at great expense by the State, that the insane may have a safe retreat, in the care of those who have learned the best mode of managing them—in whose hands they may be rescued from the cruelties and coercions which they generally meet with in the world; and where, under the benign restraints which kindness and benevolence impose, they may have every chance of recovery.

The very first impulses of insanity are met at home and amongst friends, by resistance and opposition from those who before yielded willing obedience to requirements, or who have acquiesced with cheerfulness in every reasonable indulgence. The apparent difference in the conduct and feelings of their friends excites collision, arouses the passions, and awakens the prejudices of the victims of delusion. They now feel that the friends whom they loved have turned against them—that these friends purposely thwart all their plans, oppose all their desires, and resist what they conceive to be their own best efforts to promote the happiness of both. They oppose their friends with violence, and indulge in wrath and bitterness against them.

For these reasons it becomes desirable that they should be removed to the care of strangers, whose efforts to make them comfortable they often appreciate correctly, and acknowledge gratefully. From strangers they will also submit to restraints

without a murmur, which would excite the greatest hostility to friends.

In this institution the care of such persons devolves upon us. In the various departments of business, we all have daily much to do with the inmates of the Asylum. Some of us devote our whole time to their care. It becomes us all seriously to consider *how* this duty shall be performed; what discipline of feeling and what subjugation of temper there shall be with us, that we may ever administer the "LAW OF KINDNESS" to its full extent, and in its proper spirit.

When we accept a place in this Asylum, we assume a responsibility which it should be our constant desire to fulfill to our satisfaction and that of our employers; it should be performed *conscientiously*, so as to be approbated by our MAKER, who will be strict to mark injustice or oppression to unfortunate and suffering fellow-men.

No individual is worthy of a place in such an institution who labors for wages only. DUTY, *a desire to improve the condition of all within the sphere of our influence, to increase the happiness and lessen the sufferings of each and all the inmates, should be the governing motive of our daily conduct.* We must never forget that we are dealing with fellow creatures, who, being deprived of reason, are not responsible for their conduct. The regulating power of moral action is withheld from them; hence they are capricious, passionate, and often violent. They often also misjudge, and are led astray by perverted sense or by delusions of the understanding, which carry them far away from the proprieties of rational conduct. How exceedingly wicked and improper, therefore, to harbor a spirit of revenge, or to retaliate for injuries done us by such individuals!

It is because they are unable to control themselves, and because they will not readily acquiesce in the directions of

their friends, that many of these individuals are placed in the Asylum. From us they are to have every comfort and every indulgence, which individually or collectively, will promote their best good. To us they look for sympathy and counsel, for assistance in their various troubles and perplexities. We should enter deeply into their feelings, and show our willingness to spend our time and strength to promote their happiness, and recovery to health.

If we withhold what they may reasonably require, we do *them* injustice, and violate *our duty*. If we treat them with neglect, or with unkind and hasty language; if in any way we tantalize them, or recriminate when they assail us with violent or abusive words, we may do them irreparable injury, for which we all ought to *feel*, and certainly shall *be held* responsible.

PERSUASION with a proper spirit, will generally be followed by a quiet acquiescence in all reasonable requirements. *Much depends upon the MANNER of our intercourse with the insane.* We should never be cold and insensible to their wants—never hasty and impatient in our intercourse—never turn a deaf ear to their representations—never treat them with neglect, nor with feelings of superiority; but mingle with them in kindness, address them with respect and affection, and we shall secure their confidence and gain their affections—both of which are necessary to their management.

## II. BOARD OF MANAGERS.

1. The Managers shall choose one of their number President, who shall continue in office until the annual meeting next after he is chosen.
2. An auditing committee of three members shall be ap-

pointed, who shall hold their places until the annual meeting next following their appointment.

3. The Treasurer shall hold his office during the pleasure of the Board, and shall be, *ex officio*, Secretary.

4. The annual meeting shall be held on the second Tuesday of December in each year. Quarterly meetings shall be held on the Tuesdays next after the second Monday in each of the months of April, July and October.

5. The Asylum shall be visited by the whole Board at the annual meetings, and by a majority at the quarterly meetings.

6. Special meetings may be called by the President, or by any two members; and it shall be the duty of the Secretary to cause notices of such meetings to be delivered to the members residing in Utica, or at their places of residence or business, and to send notices by mail to members residing elsewhere, such times previous to the meetings as the President or two members calling the meetings shall at the time direct.

7. The members of the Board residing in Utica, or within five miles, shall, in the rotation, (designated by the Secretary,) visit the Asylum weekly; and two members, designated in like manner, shall visit it monthly.

8. It shall be the duty of the Secretary to attend the meetings of the Board of Managers, keep an accurate record of their proceedings, and perform such other duties as may from time to time be assigned to him by the Board.

### III. DUTY OF RESIDENT OFFICERS.

No officer shall be directly or indirectly interested in any contract for the supply of any article for the use of the Asylum; nor shall he receive any present or gratuity from any

person dealing with the Asylum, or from any patient or visitor, or from the friends of a patient.

#### THE SUPERINTENDENT.

1. The Superintendent is the head of the establishment. He has the general superintendence of the buildings, grounds and farm, together with their furniture, fixtures and stock. To him are committed the charge of the patients, and the direction and control of all persons therein, subject to the regulations of the Board of Managers. It shall be his duty to determine, under the direction of the said Board, what attendants and assistants are necessary to be employed, and to prescribe their respective places and duties; also, to establish and enforce, in every department, systematic order and salutary discipline.

2. He shall visit the patients, or learn their condition, daily, and as much oftener as may be necessary, and shall direct such medical, moral and physical treatment as may be the best adapted to their relief.

3. He shall cause to be kept, in a suitable book, a record of the name, sex, age, place of nativity and residence, civil state and profession, of each patient; also, as far as can be ascertained, the dates and history of each patient's disease, the time when received and when removed, and how, whether cured or relieved, and the medical and moral treatment; whether eloped, or dead; and if dead, the cause; together with all such other facts and circumstances in each case as are useful or usual in the statistical records of such an institution. Also, a record of the names and residence of all persons employed in the institution, with the times and terms of their respective engagements; also, the stipulated wages, and the nature of the services expected from each, and the times and causes of their dismissal.

4. At each monthly visit of the Managers, he shall exhibit all the records of the institution, and inform them minutely of its affairs. Every quarter he shall give a brief statement of its general condition; the names of persons removed and received during the three months last past, with such suggestions and remarks as he may deem useful. At each annual meeting of the Board, he shall present a *tabular view* of the institution for the year, with full and minute details from the records, and accompanying it with a condensed *report* of other interesting and useful facts and circumstances, experiments and opinions, illustrating its management, condition and prospects.

5. He shall, from time to time, give to all persons employed at the Asylum, or on the farm, such instructions as he shall judge best adapted to carry into full operation all its rules and regulations. He shall cause such rules and regulations to be strictly and faithfully executed, taking care that the Steward and Matron, and all others employed about the premises, perform particularly and punctually all their respective duties.

6. All moneys advanced for pay patients, or otherwise collected or received by the Superintendent, or by persons employed by him, shall be immediately paid over to the Treasurer of the Asylum.

#### DUTY OF ASSISTANT PHYSICIANS.

1. The Assistant Physicians shall be well educated physicians, and shall constantly reside at the Asylum. The first or second Assistant shall have charge of the Male Division, and the other of the Female Division of the Asylum, and each shall exercise a general supervision of the one assigned to him, under the direction of the Superintendent.



2. The said first and second Assistant Physicians shall visit all the patients in their respective divisions once each day, in the morning, and, if necessary, in the afternoon or evening, or oftener; carefully observe their condition, wants, and treatment; and see that they have food, medicine, exercise, amusements, clothing and bedding suitable for them; exert what moral influence they can with them, and endeavor in every way to promote their comfort and recovery.

3. They shall see that the attendants and assistants are faithful and kind, attentive to the wants of the patients, and vigilant in the discharge of their duties; and they shall report immediately to the Superintendent all instances of misconduct, unfaithfulness, neglect of duty observed by them or of which they may receive information; and they shall also record the particulars of all accidents and escapes.

4. For the due performance of the duties enjoined in the foregoing sections, they shall spend much time in their respective divisions; shall be in constant communication with the supervisors, attendants and assistants, and shall carry out the plans and instructions of the Superintendent in the best manner they are able.

5. They shall report in writing to the Superintendent, daily, in a book kept for that purpose, the general condition of their respective divisions, and the particular state of such patients as may be sick or greatly excited, and of those requiring restraints, removal, or seclusion, or special attention.

6. They shall keep records of the cases of all the patients in their respective divisions, describing the symptoms, the changes that may occur from time to time, the mode of treatment, and all the peculiar circumstances connected therewith. They shall also see that the records of admission and discharges are accurately kept.

7. They shall attend to the warmth, cleanliness, ventilation, and good order of their respective divisions, and superintend the use of the baths.

8. They shall attend to visitors when necessary, and shall always be ready to perform whatever services may be required of them by the Superintendent, and, under his directions, shall assist in conducting the correspondence with the friends of patients.

9. When requested by the Superintendent, they shall visit the entire establishment, see all the patients, and learn their condition and treatment.

10. It shall be the duty of the third Assistant Physician to remain in and about the general office of the Asylum during all business and office hours, (except when otherwise directed or permitted by the Superintendent,) and to perform such duties there as the Superintendent shall, from time to time, direct; to attend to visitors; and, in the absence of the first or second Assistant Physicians, to perform such of their duties as may be required of him by the Superintendent; and also to perform such other duties out of the office, when directed or permitted to be absent therefrom, as the Superintendent may prescribe.

#### THE STEWARD.

1. The Steward shall execute a bond, with two sufficient sureties, to be approved by the Treasurer, in the penalty of one thousand dollars, conditioned that he will faithfully discharge the duties of the office of Steward, and pay over and account for all money that shall come to his hands belonging to the New York State Lunatic Asylum. Said bond shall be executed to the Treasurer of the Asylum, and be filed in his office.

2. In all cases of purchases by the Steward, he shall require duplicate bills, on one of which he shall indorse an order upon the Treasurer to pay the amount of the bill, and on the other take a receipt for the order given by him on the Treasurer.

3. No order of the Steward shall be paid by the Treasurer, unless it is accompanied with the bill of items for the payment of which the order was given, nor unless the bill or order is countersigned or indorsed "approved" by the Superintendent.

4. The Steward shall keep one of the duplicate accounts, with a copy of the order on the Treasurer, in every such case of purchase by him, and make the proper entries under the appropriate head of expenditure in his books.

5. The Treasurer may, from time to time, advance to the Steward on his own order, and the indorsement of the Superintendent, specifying that it is to pay petty current expenses, a sum not exceeding two hundred dollars. The Steward shall keep an accurate account in detail, in a pass or other proper book, of all such expenses paid out of the sums so advanced to him by the Treasurer, and shall settle the same with him monthly, or oftener, if required. Such account shall be examined and approved by the Superintendent before it is settled by the Treasurer, and a copy thereof, with vouchers for all sums exceeding one dollar, shall be filed with the Treasurer. The Steward shall account for each sum of two hundred dollars which he shall thus receive before a further advance shall be made to him, as aforesaid.

6. The Treasurer, on paying any bill or order of the Steward, shall take a voucher for such payment, and file the same in his office, and shall enter in his books, under the proper heads of expenditure, the sums paid by him out of the treasury.

7. The Steward, under the Superintendent's direction, shall purchase furniture, food, medicine, fuel, stoves, and other necessary articles; and he shall be accountable for their safe keeping, and for their economical use and expenditure.

8. He shall keep clear, methodical and exact accounts of all purchases, of all receipts and expenditures of money, and of all charges on account of any patients. He shall exhibit all his account books, and recent vouchers, to the Managers, at their first visit in each month; and he shall furnish a quarterly abstract of the same, both to the Treasurer and Managers, on the last days of March, June, September and December, in each year. Copies of all accounts which become due to the institution shall be furnished to the Treasurer, at his request.

9. In the name of the Superintendent, and by his directions in each case, and not otherwise, the Steward shall hire attendants and assistants, and agree with them for their wages; and, by like direction, he shall dismiss them when unfaithful, negligent, or incompetent; he shall keep and settle their accounts; and he shall perform such other duties, in relation to the internal management and government of the Asylum, as the Superintendent shall require. He shall see that the attendants and assistants rise and begin business immediately after the ringing of the morning bell, and that they retire at proper season at night. Throughout the day he shall constantly observe their conduct, see that in all respects they do their duty, and report to the Superintendent, immediately, any instance of misconduct or negligence.

10. He shall receive visitors, give them all suitable information, and show them such parts of the buildings and grounds as are open for their examination.

11. He shall remain, as much as possible, in the wing appropriated to the male patients, so as to be much in their

presence, to see that they are kindly treated ; that their beds are in good order ; that their clothes are taken good care of ; that their food is properly served and distributed, and that they take the same in a proper manner ; that the rooms, halls, yards, shops and out-buildings, and other apartments under his care, are kept clean and in good order, and properly warmed and ventilated ; and that the attendants observe his orders and directions, and in all respects do their duty ; and that all articles made for the patients or the Asylum are carefully preserved.

12. In all his directions to subordinate agents, in executing the details of the Superintendent's plans, and in enforcing his rules, the Steward shall be considered as carrying the authority of the Superintendent. It is his duty to preserve order in the house, and faithfulness among the assistants, and to see that the regulations here adopted shall be fully put in practice.

#### THE MATRON.

1. It shall be the duty of the Matron to look carefully to the female patients, and spend as much time with them as her other duties will allow : she shall see that they are kindly treated ; that their nurses and attendants are well instructed and faithful ; that their food is properly served and distributed, that their apartments are clean, warm, and properly ventilated ; and that their clothes and bedding are always clean, well aired, and in good order, and their apparel marked and preserved.

2. She shall also superintend the kitchen and laundry, and see that the cooking, washing and ironing are properly done ; frequently inspect every department, and have an eye to the neat appearance of the whole house. It is expected that she will devote her whole time to the institution, and spare no

efforts to promote the comfort and recovery of its inmates. She shall also superintend the sewing rooms, and see that all new articles made for patients, are properly marked and rightfully disposed of, and preserved.

3. *It shall be her special duty to see to those that are sick, that they have constant and kind nurses, and proper care in all respects.* She shall constantly notice the conduct of attendants and assistants, see that in all respects they do their duty, and report to the Superintendent, immediately, any instance of misconduct or negligence.

#### APOTHECARIES.

1. The Apothecaries shall be Physicians or Students of Medicine, and shall constantly reside at the Asylum. Under the direction of the Superintendent and Assistant Physicians they shall prepare and put up the medicines prescribed. They shall also keep the office in order, wait upon visitors, and attend to the marking and proper disposal of the trunks and extra articles, as jewelry, money, &c., brought by patients, and see that they are delivered to them when discharged.

2. They shall copy and direct letters, keep the weather tables, visitors' book, account of absences, and perform such other services as may be required of them by the Superintendent or Assistant Physicians.

3. As their intercourse with the patients will be considerable, they must exert what moral influence they can to promote their comfort and welfare.

It is expected that both will not absent themselves from the office at the same time, unless necessarily employed elsewhere.

## STEWARD'S ASSISTANT.

1. It shall be his duty every morning to visit each kitchen, the bakery and wash-room, learn their condition and wants, and also to see to the supply of water, and report to the Superintendent, immediately after breakfast. He will also see that the various departments are supplied with such articles as have been directed by the Superintendent or Steward, taking care to charge in a book kept for that purpose, each article thus delivered.

2. He shall endeavor at all times, to be within sound of the bell in the center kitchen, and be ready to execute all orders given him by the Superintendent or Steward. It will be his special duty to see that faithfulness and good order prevail in all the departments of labor, and to report immediately to the Superintendent, all instances of inefficiency, unfaithfulness or misconduct.

## MATRON'S ASSISTANT.

It shall be her duty to remain within the sound of the Matron's bell, to attend to the reception and discharge of female patients, when requested to do so, and wait upon friends that come to visit them, and to render to the Matron all the assistance she is able to, in the kitchen and other departments of labor and supervision.

## CLERKS.

1. There shall be a Clerk, or extra attendant in the division for men, and another in that for the women, whose duty it shall be to receive the clothing of patients and furnish the apothecary with a correct list of the same, or see that each article is entered upon the clothes' book; and also, that each

article is plainly marked with the name of the owner, and properly disposed of and preserved. In case a patient has jewelry, money or other articles not needed for use on the hall, they shall deliver the same to the apothecary for safe keeping.

2. They will also attend to the clothing of patients when discharged, and see that all belonging to them are carefully put up and brought into the hall of the center building. When not necessarily engaged elsewhere, they shall remain in halls number one, of their respective divisions, and within sound of the bell, and be ready at all times to attend to orders from the Physicians. When not otherwise engaged, they will assist in the ordinary duties of attendants. The Clerk of the division for men, will also assist in copying letters and accounts, and both shall do all they can to promote the comfort and welfare of patients, and to maintain good order and fidelity throughout the establishment.

#### SUPERVISORS OF DEPARTMENTS.

1. There are five departments. The first includes the halls numbered 1, 4, 7; the second, those numbered 2, 5, 8; the third, numbers 3, 6, 9; the fourth, number 10, and the fifth, numbers 11 and 12.

2. Each of these departments shall have a Supervisor, or first attendant, whose duty it shall be, in addition to the other duties of an attendant, to have a general charge of the whole department, to see to the administration of medicine and to communicate with the Physicians and Steward respecting the wants and condition of the patients in their respective departments, and to report to the Steward all damages done by patients.



3. They shall attend specially to the sick, see that they are treated with great care and kindness; receive the orders of the Physicians, and see that they are faithfully executed. It shall be their duty to instruct new attendants in their duties and see that they are efficient, industrious and kind. They shall assist in the arrangements for the burial of the dead, and be ready at all times to attend to any extraordinary services that may be required of them by the Superintendent.

4. They shall pay particular attention to new patients, see that they are properly introduced and informed about the establishment, their fears quieted by kind attention and friendly assurances, and that the violent and suicidal are carefully watched.

5. They shall also see that the halls are properly supplied with furniture and articles for use, and shall often communicate with the Physicians respecting the patients under their charge, and inform them of changes in their condition that require attention, and of those likely to be benefited or injured by exercise, labor, amusements or religious services.

6. They shall also aid about the schools, exhibitions and meetings, and in all things endeavor to carry into successful operation the plans of the Superintendent, and shall constantly study to promote the comfort, contentedness and welfare of the patients, and for these purposes they shall visit every part of their respective departments several times each day. They shall also see to the changes of patients from one hall to another, and walk out with patients that are feeble or timid, or with others when they have time.

#### OVERSEERS OF THE KITCHEN AND BAKERY.

The Kitchens and Bakery shall each have an Overseer, whose duty it shall be to see to the safe-keeping and economi-

cal use of all the supplies furnished to those departments. They shall see that the food is well cooked and properly distributed, and that nothing is wasted—that no extra or unusual articles are cooked for those in the kitchens nor sent into the wing, unless the person calling for such say it is by order of one of the Physicians—that there is no unnecessary or improper conversation carried on with those in the wings—that there is no rude or improper behavior in the cooking departments, including the bakery—no bad language or quarreling, but that all work faithfully. They shall see that these departments, including store-rooms, &c., are kept neat and in good order, and that no peddlers or idle company be suffered to visit the kitchens or bakery—nor the attendants and assistants in other departments, without special business or by permission of one of the officers. All violations of these rules, or instances of bad conduct on the part of those employed in their departments, are to be reported by the Overseer to the Superintendent immediately.

In such an establishment where there are large quantities of provisions and many hands employed, constant vigilance will be necessary to guard against the feeling on the part of many, that it is of no consequence if some things are lost or squandered; that they belong to the State, and there are enough left. Any remark of this kind, or conduct indicating such feelings, should be made known at once to the Superintendent. In short, the Overseers are expected to know, from their own observation, that the articles and food intrusted to them, are safely kept, economically used, and that good order and cleanliness prevail in all the departments under their care. It will be their duty to see that those employed, rise early and are attentive and faithful throughout the day and hours of labor.

It must be no excuse for the Overseers that their depart-

ments are not in good order for want of sufficient help, furniture or proper arrangements, as their application to the Steward must be repeated until they are well furnished in these respects.

#### OVERSEERS OF THE WASHING AND IRONING ROOMS.

1. The Overseer of the Washing Department shall collect the clothing and other articles to be washed, as directed by the Steward and Matron, and see that they are properly and carefully washed, dried, and carried to the Ironing Rooms. Especial care must be taken that none are lost. For this purpose, he must see that he receives all the articles on the lists given him, and that they are marked, and that he furnishes the same with the lists, to the Ironing Rooms.

2. The Overseers of the Ironing Rooms shall see that the clothes and other articles delivered to them from the Washing Rooms, are properly ironed, mended, and correctly distributed, according to the lists furnished them, and the directions of the Steward and Matron.

3. The Overseers of the Washing and Ironing Rooms shall not permit attendants or assistants, or any company or visitor whatever, into their departments, except by the direction of one of the officers of the Asylum. Violations of this rule are to be reported to the Superintendent immediately.

#### OVERSEERS OF SHOPS.

1. The Printer, Joiner, Shoemaker, Tailor, Painter, Plumber, and all who have special charge of shops, or particular branches of business, shall see that proper use is made of all materials and tools furnished them, that none are lost, or taken from the shops, without the direction of an officer, and that

good order and faithfulness are maintained by all employed in the various branches of business, and that no articles are made, and no new business undertaken, but by the order of the Superintendent.

2. When patients assist, they must be carefully attended to, and not suffered to go away, or to carry from the shop any tools, or any articles not belonging to them; and at all times, and under all circumstances, are to be treated with respect and kindness, and particular pains be taken to promote their comfort, cheerfulness and recovery.

3. Each Overseer of a shop will interdict the visits of attendants and assistants, and all other company to the shop under his charge, unless accompanied by an officer, or by permission of an officer. Any violation of this rule is to be immediately reported to the Superintendent.

4. The Joiner will visit the office of the Superintendent every morning immediately after breakfast, to receive special orders for the day.

#### THE GARDENER, FARMER AND CARRIAGE DRIVER.

1. To the Gardener is assigned the special care of the gardens, green-house and garden tools; to the Farmer, the farm and stock, including cows, hogs and poultry, and the farm team and utensils; to the Carriage Driver, the horses not used on the farm, and the carriages.

2. It shall be the duty of each to endeavor to have every thing committed to their charge attended to in the best manner. They shall see that the tools, carriages, harnesses, &c., are kept in good order and repair, and that nothing is lost; that there is a place assigned for everything under their care, and that everything is kept in its place.

3. They will follow the directions given to the Overseers of shops as respects the care of the patients that assist them, and be careful that none work too hard or in the rain, or in a way likely to injure them. This rule is to be observed by all in the employ of the Asylum, who have the care of patients when at work.

4. The Carriage Driver will visit the office of the Superintendent every morning, immediately after breakfast, for special orders of the day.

#### WATCHMAN.

1. The Watchman shall visit the office of the Superintendent every evening at nine o'clock, to receive particular orders for the night. His services will commence at that hour and continue until the hour of dinner the following day. During the night he must not fail to be faithful, never cease to be vigilant, make as little noise as possible, and enter into no loud conversation with any one.

2. He must be especially careful to guard against danger from fire, the least suspicion of which in any part of the establishment, or in buildings, lumber, or wood around it, should excite his immediate attention. He must also be attentive to any unusual noise, and be careful that patients do not escape or injure themselves or do any damage. He shall visit the different halls of the centre building and the attics, and pass out to the rear and to the front of the Asylum frequently during the night; shall attend to the various fires in the furnaces, kitchens, washing room, &c., as directed by the Superintendent or Steward. His place when stationary shall be in the centre kitchen, to attend to calls from the wings.

4. It is the duty of the Watchman to guard, during the night, against any violations of the rules of the Asylum, and

should such occur, or any circumstance requiring attention, he must report them immediately, or early in the morning, to the Superintendent. He will ring the bell in the morning at such times as directed by the Superintendent or Steward.

#### NIGHT ATTENDANTS.

1. The night attendants will visit the office of the Superintendent every night at nine o'clock, to receive special directions for the night. It will be their duty to remain in their respective divisions during the night, passing, with as little noise as possible, from one hall to another, seeing to the sick and those requiring particular care and executing the orders of the physicians.

2. They must be specially vigilant respecting danger from fire, and look carefully and frequently to the chimneys and hot air flues and other places where danger is to be apprehended. Any suspicion of fire, or smoke or smell of anything burning, should engage their immediate attention.

### IV. DUTY OF ATTENDANTS AND ASSISTANTS.

#### DUTY TO OFFICERS.

1. It is expected that every person employed in the Asylum will do all he can to promote the welfare of the Institution, and treat the officers, on all occasions, with politeness and respect, and do, readily and cheerfully, all the duty which they require.

2. All must expect an unceasing observation of the manner of performing their respective duties; and the suggestion, by an officer, of deficiencies or improvements, are to be

taken kindly, and without offence, and an effort made to improve.

#### DUTY TO EACH OTHER AND TO THEMSELVES.

1. In the first place, self-respect is enjoined on all. Each one is responsible in his or her department, and should be ambitious to do the duties of it to entire acceptance.

2. Patients will look to attendants for *good* examples; let attendants be careful in nothing to set a *bad* one.

3. Let your dress always be neat and clean. Avoid all ungentlemanlike habits, such as men's wearing their hats within doors, going in shirt sleeves, &c. Never indulge in loud talking or laughing. Use no profane, obscene or vulgar language. Never play at any game with one another, nor with patients, excepting at the Superintendent's direction.

4. Treat each other with politeness; be civil, cordial and frank. Let a smile habitually light up your countenance when you speak. A calm, quiet, cheerful deportment befits your employment. Cherish a high sense of moral obligation; cultivate an humble, self-denying spirit; seek to be useful, and maintain, at all hazards, your purity, truth, sobriety economy, faithfulness and honesty.

5. No attendant or assistant, while connected with the Asylum, shall, at any time, at home or abroad, make use of distilled spirits, or intoxicating liquor of any kind, and it is desirable that they should not use tobacco, but discourage the use of it by patients.

#### DUTY OF ATTENDANTS TO PATIENTS.

1. The attendants are to treat the inmates with respect and attention; greet them cheerfully with "good morning,"

or "good evening," and show them such other marks of good will and kindness as evince interest and sympathy. Under all circumstances, be tender and affectionate; speak in a mild, persuasive tone of voice; never address a patient coarsely, by a nickname, nor by a christian name, nor by a surname, without the addition of *Mr.*, *Mrs.*, or *Miss*.

2. A patient is ever to be soothed and calmed when irritated; encouraged and cheered when melancholy or depressed. They must never be pushed, collared, nor rudely handled. To induce them to move, gentle, persuasive measures will prevail in most cases; when these fail, tell the Superintendent, or, if he be absent, the Assistant Physician or Steward.

3. If the attendant receives insult and abusive language, he must keep cool, forbear to recriminate, to scold, threaten, or dictate in the language of authority. *Violent hands are never to be laid on a patient, under any provocation. A blow is never to be returned, nor any other insult.* Sufficient force to prevent the patient's injuring himself, or others, is always to be applied gently; and all struggling with a patient should, if possible, be avoided, by calling additional assistance when a patient is highly excited or disposed to violence, before entering his room or attempting to dress or control him.

4. The attendants are never to apply any restraining apparatus, such as muffs, mitts, &c., unless by order of a resident officer, nor seclude a patient without giving immediate notice to one of the Physicians.

5. On rising in the morning, it is the duty of the attendants to see that each patient confided to his or her care is thoroughly washed, hair combed, clothes brushed and cleaned, if necessary, collars, wristbands and suspenders buttoned, and all parts of the dress properly adjusted and secured, boots and shoes cleaned and tied; and in fact that the whole dress be neat and in good repair. (All this should be relooked to



throughout the day, and especially before coming to meals, or religious services, or going to ride or walk.) The patients' beds are then to be made, and the halls, day-rooms, bathing-rooms, passages and stairs to be swept, and the whole premises put in complete order as soon as it can be done; so that a complete inspection may be had of the house by the Physicians, commencing at 9 o'clock. Previous to this time, no patients are to leave the house to walk, labor, or ride, without directions, special or general, of the medical officer. By 10 o'clock the morning work shall be completed, and the house in order for visitors in every part.

6. One attendant must always be in each hall with the patients, and he must not leave under any circumstances, but when relieved. The attendants must not retire to their rooms while the patients are in the halls. *This rule* must be observed in all the halls.

7. At meals, two attendants must always be present to carve, to distribute food to those who are incompetent to do it for themselves, and to see that every one has a proper supply. One of them must be designated to see that no patient carry away a knife, fork, or any other article from the table.

8. An attendant must never place in the hands of a patient, or leave where a patient can get, any razor, pen-knife, rope, cord, medicine, or any dangerous weapon or article. A constant watch of patients is to be kept in these respects; their beds frequently searched for such articles, and the knives and forks counted after each meal. An attendant must never deliver any letter or writing from or to a patient without permission of the Superintendent; nor ever retain in his or her possession, without such permission, any writing of a patient.

9. The attendants in each hall are responsible for the safe

keeping of the patients therein, and must not leave them, except in the care of some responsible person. There is an obvious impropriety in attendants sitting in their rooms, engaged in reading or writing during hours of duty; *i. e.*, from the time the patients get up in the morning until they retire at night. During this time they should be in their own rooms only long enough to adjust their own dress. All these hours, with this sole exception, should be devoted to the patients; endeavoring to keep them tidy and warm, to prevent improper conduct, bad postures, (such as lying on the floor or ground, &c.) and to instruct, comfort and amuse them by talking with them, reading to them, and the like.

10. Suicides and elopements are most frequent about meal times, at dusk, and at the hour of religious services; therefore the strictest watch is to be kept at these times. Attendants must always be stationed where they can see patients during meals or religious services, and see that no one passes out of the house, and that each one returns to his or her apartment. Attendants are to look not merely to those under their immediate charge, but with constant watchfulness, over all the patients; they must endeavor to prevent any from eloping or wandering. The clothes of suicidal patients, and every dangerous article should be removed from their rooms at night, and the windows fastened. Each attendant should always know where every one is of those committed to his charge.

11. When patients ride out, it is the duty of the driver of the carriage to see that they do not leave the carriage, nor communicate with persons casually met, nor deliver letters, packages or messages, nor procure weapons, tobacco, or other articles. He is not to stop and do errands for himself or others, without permission of the Superintendent. When patients walk out with an attendant, he shall keep them to-

gether, and observe the same prohibitions as the driver; he shall also particularly avoid going near dangerous places, as railroads, canals, precipices, rivers, wells, machinery, &c., or into woods or other places favorable for elopement.

12. Attendants will go to the office for medicine half an hour before each meal, and see that the whole is given at the time directed, and that it is all swallowed. Each cup is marked with the patient's name. Extreme care must be taken to avoid mistakes, and to prevent patients helping themselves to medicine; therefore all cups, vials, boxes, &c., containing medicine should be kept locked up. Within an hour from the time of taking them from the office, the cups should be cleaned and returned to the office. In going for the cups, and returning them, the attendant must not delay in the passage, nor hold any other conversation than to report to the Superintendent or Physician, changes in the condition of the patients, which they are always to do immediately.

13. All damages by patients, and all their wants as to clothes and other articles necessary to put these rules in practice are to be reported by the Supervisors to the Steward or Matron. It will be no excuse for attendants that their rooms, beds and patients are not in ample order, to say *they have not what is necessary*; for their application for such articles should be unceasing until they get them. Attendants must be particularly careful not to break their keys; and when any door locks or unlocks with difficulty, immediate notice should be given at the office of the Superintendent.

14. The attendants must never ridicule the patients, nor mock or imitate them, nor do anything to wound their feelings. If the patient engages in any controversy, or other improper or exciting topic of discourse, the attendant must, in the gentlest manner possible, interfere and check it; should such means fail, one of the resident officers should be in-

formed immediately. The history, conduct and conversation of patients must never be spoken of to visitors, nor reported by attendants when abroad.

15. Attendants must look particularly to the comfort of patients in their special charge, and visit them late at night and early in the morning. In speaking to patients of the officers, attendants should inculcate respect and confidence in their management, and carry into operation all directions and prescriptions, in the most ready and faithful manner.

16. *Every patient must be in the charge of some responsible individual at all times*, unless permitted to be at large by the Superintendent. The person who takes a patient from one of the halls, shall be accountable for his or her safe keeping until returned to the same, or intrusted by a resident officer to the care of another person.

17. No patient shall be permitted to go out of the hall in which his or her room is situated without the consent of a resident officer; and no *new* patient without an order of the Superintendent or Assistant Physician.

18. Food is not to be carried to the rooms of the patients; nor is any one to be absent from the regular meals, (excepting in cases of sickness or high excitement,) without permission of one of the Physicians.

19. Attendants will daily notice the habits and conduct of patients, and inform the Physician at his daily visit of all circumstances requiring attention, such as loss of appetite, or any indisposition, costiveness, tendency to suicide, &c.

20. No conversation must ever be held with patients through the windows, either by officers, assistants, or visitors; nor must any thing be thrown away through a window.

## DUTY TO THE INSTITUTION.

1. The attendants and assistants must never leave the Asylum without permission from the Superintendent or Assistant Physician, and always return previous to the next meal time, unless leave be expressly given to stay longer. Application for leave of absence should be made several hours before leaving. Attendants, when thus leaving, must deposit the keys of their hall in the office of the Superintendent until their return.

2. The attendants must never give up a key, nor let any person into the halls without permission of a resident officer. No male attendant, without such permission, shall enter a female apartment.

3. All persons who engage in employment at the Asylum shall be considered as engaged for one year, unless a special contract is made for a longer or shorter term. It is expected that all persons will fulfill their engagements scrupulously, as to time of service and duty to be performed, agreeably to their respective contracts; and no one shall discontinue service at the Asylum, or on the farm, without giving at least thirty days' notice, in writing, to the Superintendent or Steward.

4. No company shall be admitted into the rooms or halls occupied by the patients at any time, except by the express permission of the Superintendent; but all other parts of the Asylum and its grounds may be exhibited by the Steward, Assistant Physician or Matron. All persons employed by the Institution are expected to show marked respect and attention to strangers and visitors.

5. An indispensable duty of the attendants and assistants is to secure the perfect and systematic cleanliness and neatness of the Asylum and its inmates. *No part of the house is*

*to be considered clean, when it can be made cleaner.* The spittoons, stoves, grates, hearths, floors, windows, tables, beds and bedding, cellars, closets and butteries are to be scrupulously attended to *every day*; so as to preserve a pure atmosphere. Chamber vessels are always to be removed and thoroughly cleaned immediately after use.

6. The attendants must look well to all doors and windows connected with the patients' rooms and halls; and at bed time see that no attempts are making to get out, see that the patients' doors are all safely locked, and the doors communicating with the centre building; also, take care of all fires and lights, each attendant keeping a light in a lantern, burning all night in his room, or in the adjoining entry. Visiting from hall to hall, and especially to the kitchen, bakery, laundry or shops, without special business, is a violation of duty. All the doors of the patients' rooms shall be kept locked while the patients are in bed, unless otherwise directed by the Superintendent. In locking doors, be careful always *to hear the bolt slip*: this precaution will often prevent escapes.

7. The whole time of the attendants and assistants belongs to the Asylum. This rule applies equally to the Clerks, Supervisors, Overseers, and all in the regular employ of the Asylum. This does not prohibit each one from attending to his or her own clothing; but to no other service can they devote any time, nor can they receive any compensation besides their regular wages for any service or labor, excepting only by express permission of the Superintendent in each case.

8. Any attendant or assistant receiving any present or gratuity from any patient (or the friend of a patient) in the Asylum, or from any visitor; or selling to, or buying anything from a patient; or making any perquisite, of any kind whatever, shall be instantly dismissed.

## STATED HOURS FOR MEALS, ETC.

1. The morning bell shall be rung for two or three minutes at half-past four o'clock A. M. in May, June, July and August; at five in March, April, September and October; and at half-past five in November, December, January and February. It is required that all persons who have duty to perform in the Institution rise in the morning at the ringing of the bell.

2. Breakfast is always to be placed upon the table precisely two hours after the ringing of the bell; *i. e.*, in the summer at half-past six o'clock, in the spring and fall at seven, and at half-past seven in winter. Dinner will be served uniformly at half-past twelve M., and tea at six P. M., the year round.

3. The Asylum is to be closed at half-past nine o'clock every night; at which time the attendants and assistants must all retire to their apartments.

4. Sunday is to be a *Sabbath*, or day of rest and quiet at the Asylum. The buildings and grounds are not to be exhibited to visitors on this day; nor shall any visitor be admitted into the galleries or rooms of patients or attendants.

5. It is expected that all persons employed in the Asylum who are well, and can be spared from the duties of the house and halls, will, unless leave of absence be granted in each case, attend public worship in the chapel on the Sabbath. In the chapel, the attendants and assistants will take special care to guard against any disturbance of the service by the patients, and see that none leave the chapel unless accompanied by an officer or attendant.

## PREMIUM FOR FIDELITY.

The Superintendent is authorized, at his discretion, to allow to each attendant and assistant who shall have cheerfully and faithfully performed severe duties, gratuities not exceeding in all eight dollars to a male, and five dollars to a female, in any one year.

## CHAPLAIN.

It shall be the duty of the Chaplain to conduct the religious exercises of the Asylum on Sundays, unless another clergyman has been invited by the Superintendent, and on every other occasion when his services may be needed; and to have such intercourse with the patients and other inmates as the Superintendent may deem desirable for their benefit.

He may, at suitable times, procure the services of other clergymen at the religious exercises of the Institution, with the consent and approbation of the Superintendent.

## VISITORS.

The Managers of the Asylum are fully aware of the interest generally felt in its prosperity, and are desirous of affording suitable opportunities for visiting it and inspecting its internal arrangements; but they are convinced that the welfare of the patients and the proper performance of the duties of the officers and attendants, require that such visitations should be subject to the following regulations:

1. The Asylum will not be open to visitors except from 2 to 4 o'clock P. M.

2. All visitors, except persons having business at the Asylum, will be required to provide themselves with Tickets of Admission from the Managers, either of whom will grant the same, unless their knowledge of circumstances makes it, in their judgment, necessary to refuse.