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RULES & REGULATIONS

— OF THE —

BUFFALO STATE ASYLUM

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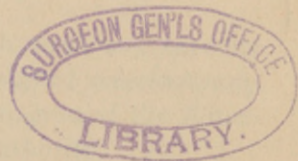
INSANE.

For the Government of Attendants and Assistants.

ADOPTED BY THE BOARD OF MANAGERS JULY 11, 1888.

BUFFALO :

1888.



RULES & REGULATIONS

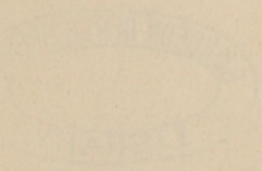
BUFFALO STATE ASYLUM

1857

PRINTING HOUSE OF
E. H. HUTCHINSON,
BUFFALO, N. Y.

The Government of the State of New York

OFFICE OF THE COMMISSIONER OF THE STATE ASYLUM



INTRODUCTION.

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, and where they may have every chance of recovery. The first impulses of insanity are often met at home and amongst friends, by resistance and opposition. 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 those whom they loved have turned against them—that their 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.

For these reasons it becomes desirable that they should be removed to the care of strangers, whose efforts to make them comfortable, they often acknowledge and appreciate more correctly. From strangers they will also submit to requirements without a murmur, which would excite the greatest hostility to friends.

In the various departments, all have daily much to do with the inmates of the Asylum, and some devote their whole time to their care. It becomes all seriously to consider *how* this duty shall be performed; what discipline of feeling and what subjugation of temper there shall be that the "LAW OF KINDNESS" may be administered to its full extent, and in its proper spirit.

Every person employed in the Asylum, in any capacity whatever, must perform the duties assigned *conscientiously*, and to the entire satisfaction of the Managers, of the Superintendent, and of those in immediate authority.

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 influence, to increase the happiness and lessen the sufferings of each and all the inmates, should be the governing motive of daily conduct.* It must never be forgotten 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 senses or by delusions of the understanding, which carry them far from the proprieties of rational conduct.

It is because they are unable to control themselves, and because they do not readily acquiesce in the directions of their friends, that many of these individuals are placed in the Asylum. Here they are to have every comfort and every reasonable indulgence which, individually or collectively, will promote their best good. Here they look for sympathy and counsel, for assistance in their various troubles and perplexities. We should enter into their feelings, and show our willingness to spend our time and strength to promote their happiness and recovery to health.

To withhold what may reasonably be required is to do *them* injustice, and disregard *duty*. To treat them with neglect, or with unkind and hasty language, or in any way tantalize them, or to recriminate or to return violent or abusive words, is to do them injury.

PERSUASION, with a proper spirit, will generally be followed by a quiet acquiescence in all reasonable requirements. *Much depends upon the MANNER of 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 we shall secure their confidence, which is necessary to their best care.

(Copied from the Rules of the State Asylum at Utica.)

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RULES AND REGULATIONS

GOVERNING ASSISTANTS

IN CHARGE OF DEPARTMENTS.

THE APOTHECARY.

1. The Apothecary shall be a physician, student of medicine, or competent druggist, and shall constantly reside at the Asylum. Under the direction of the Superintendent and Assistant Physicians, he shall prepare and put up the medicines prescribed, and keep such records as the Superintendent may require. He shall also keep the apothecary shop in order, wait on visitors as directed, and perform such other services as may be required of him by the Superintendent or Assistant Physicians.

2. He shall not absent himself from the apothecary shop, without permission, unless necessarily employed elsewhere. As his intercourse with the patients will be considerable, he must exert what moral influence he can to promote their comfort and welfare.

THE ENGINEER.

1. The Engineer shall have charge of the engine and boiler house, and general charge and oversight of all the shops, and of the boilers and engines; of all machinery in the shops, washing and ironing rooms, and in all other

places about the institution ; of the apparatus for extinguishing fires, for warming and ventilation ; of the pipe-fitting, sewers, water and gas supply and distribution ; of the steam cooking apparatus, dumb waiters, etc., and of all the fixtures and appliances connected therewith. He shall have direction of the plumber, firemen, and of any other assistants under him in his department. He shall see to the economical use of fuel used in the steam boilers and in the kitchens, and guard against the waste of steam for cooking, washing, etc.

2. The fireman, or person in charge of the engines and machinery during the absence of the engineer from the engine house, shall be diligent and vigilant in keeping the fires under the boilers in proper condition, and the boilers supplied with water, and never leave his post of duty until relieved therefrom.

3. The doors of the attics shall always be kept locked, and no persons, except the officers, engineer, carpenter and plumber, shall enter them without permission of the Superintendent, or of one of the resident officers.

THOSE IN CHARGE OF KITCHEN AND BAKERY.

1. It shall be the duty of those in charge of the kitchen and bakery, to see that the food is well cooked and properly distributed, and no extra articles are prepared for those who eat in the kitchen, nor sent into the wards, unless upon the written order of one of the physicians. They are to keep the store-rooms and utensils neat and in good order, and see to the safe-keeping and economical use of all supplies furnished their departments.

THOSE IN CHARGE OF LAUNDRY, SHOPS, FARM AND GARDEN.

1. It shall be the special duty of those in charge of the laundry, shops, farm and garden, and other departments of labor, to see that proper use is made of materials and tools

furnished them, that nothing is lost or taken away, and that good order and faithfulness are maintained by all employed under their charge ; that no articles are made, or new work undertaken, but by order of the Superintendent.

2. When patients assist, they shall be carefully attended to and not allowed to work too hard, nor to be exposed in any way likely to injure them. They shall not be permitted to stray away nor to carry off any tools or articles ; and at all times, and under all circumstances, they shall be treated with kindness and respect, and particular pains shall be taken to promote their comfort, cheerfulness and recovery.

3. Those in charge of the various departments shall not allow the visits of attendants or assistants or any other company, unless by permission of, or accompanied by, an officer. Any violation of these rules shall be immediately reported to the Superintendent.

4. It shall be their duty to attend to everything committed to their charge in the best manner possible. They shall see that the tools, machines, implements, wagons, carriages, harnesses, etc., are kept in good order and repair ; that a place is assigned for everything, and that everything is kept in its place. They shall report to the Steward any needs of their respective departments.

SUPERVISORS OF DEPARTMENTS.

1. There is one department for each sex. That for the women includes wards A 1, A 2, A 3, B 1, B 2, B 3. That for the men includes wards C 1, C 2, D 1, D 2, E, and the Hospital Cottage.

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 general charge of the whole department, to see to the administration of medicine,

and to communicate with the Superintendent, Physicians and Matron respecting the wants and condition of the patients in their respective departments, and to report all damages done by patients.

3. They shall attend especially 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. They shall 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 wards are properly supplied with furniture and articles for use, and shall often communicate with the physicians respecting the patients, 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. Supervisors shall go to the apothecary shop for medicines, at the times designated, and see that they are given as directed, and that all are taken. Each cup must be marked with the patient's name, and extreme care must be used to avoid mistakes, and to prevent patients from helping themselves to medicine. All cups, vials, boxes, etc., containing medicine, must be immediately returned, or if directed to be kept on the ward, must be locked up. Within an hour from the time of taking them, the cups shall be cleaned and returned to the apothecary shop. In going for

the cups, and returning them, the Supervisors must not delay in the passage, nor hold any other conversation than to report to the Medical Officers, changes in the condition of the patients, which they are always to do immediately.

7. They shall 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 ward to another, and that the clothing of patients is properly marked, carefully preserved and fully accounted for when they are discharged.

NIGHT WATCHERS.

1. There shall be one night watcher for each division one man and one woman, and as many special night nurses as the proper care of patients demand.

2. The night watchers shall visit the medical office every evening at nine o'clock, to receive particular orders for the night. Their services shall commence at that hour and continue until the hour of six the following morning. During the night they must be faithful and vigilant, make as little noise as possible, and enter into no loud conversation with any one.

3. They must be especially careful to guard against danger from fire, the least suspicion of which in any part of the establishment, or in the buildings, lumber, or wood around it, should excite their immediate attention, and be at once reported to the Superintendent. They must also be attentive to any unusual noise, and be careful that patients do not escape or injure themselves or do any damage.

4. The general night watchman shall visit the administration building during the night, and attend to the

fires in the kitchens, if directed by the Superintendent or steward. He shall also see to the proper closing of all the outer doors about the institution, and remain in and about the administration building and office, until all attendants, who are out on permission for the evening, have returned, when the Asylum shall be closed.

5. The general night watchers on both sides of the house shall see that all gas lights are turned off at the proper hour, and that all water faucets are properly closed. They shall visit all the wards every hour, note any patients who are up, noisy, or sick, and in case of sickness, report at once to the physician in charge.

6. It shall be their duty to guard, during the night, against any violations of the rules of the Asylum, and should such occur, or any circumstance requiring attention they must report them immediately, or early in the morning, to the Superintendent. The watchman will ring the bell in the morning, at the times designated in the rules and regulations.

7. The night watchers shall also make a written report every morning before going off duty, according to the form prescribed by the Superintendent.

RULES AND REGULATIONS

GOVERNING ATTENDANTS.

DUTY TO OFFICERS.

1. All persons employed in the Asylum are expected to do all they can to promote the welfare of the institution ; treat the officers on all occasions with politeness and respect, and do, readily and cheerfully, every duty required of them.
2. They must expect an unceasing observation of the manner of performing their respective duties, and suggestions by an officer are to be taken kindly, and efforts 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 and employes for *good* examples ; let them be careful in nothing to set a *bad* one.
3. Let your dress always be neat and clean. Avoid all ungentlemanly habits, such as wearing hats within doors, going in shirt sleeves ; indulging 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 times designated by one of the Physicians.
4. Treat each other with politeness ; be civil, cordial and frank. 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, truthfulness, sobriety, faithfulness and honesty.

5. No attendant or employé, while connected with the Asylum, shall use intoxicating liquor of any kind, and it is desirable that they should not use tobacco, and should 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 manifest interest and sympathy. Under all circumstances, be kind and considerate ; speak in a mild, pleasant tone of voice ; never address a patient rudely, by a nickname, a Christian name, or a surname, but always politely, as *Mr. Mrs. or Miss.*

2. Patients are always 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 measures will prevail in most cases ; when these fail, report to the Superintendent or one of the Assistant Physicians.

3. If the attendant receives insulting 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 a patient from 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, *and this is always to be done,* when a patient is highly excited or disposed to violence, before entering his room or attempting to dress or control him.

4. The attendants shall never apply any restraining apparatus, unless by order of a medical 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 attendant to see that each patient, confided to his or her care, is thoroughly washed, hair combed, clothes brushed and cleaned, 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 is neat and in good repair. All this should be re-looked to throughout the day, and especially before going to meals, or religious services, or going to ride or walk, or receiving visits. The patients' beds are then to be made, and the wards, 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 an inspection may be had of the house by the Physicians, commencing at nine 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 ten o'clock, the morning work should be completed, and the house in order in every part.

6. One attendant must always be in each ward with the patients, and must not leave, under any circumstances, until relieved. The attendants must not retire to their rooms while the patients are in the wards. *This rule* must be observed in all the wards. At meals the attendants must always be present to carve and distribute food to those who are incompetent to do it for themselves, and to see that every one has a proper supply. The attendant in charge of the dining room will see that no patient carries away a knife, fork or any other article from the table, and must count all knives, forks and spoons after each meal.

7. An attendant must never place in the hands of a patient, or leave within his reach, any razor, pen-knife, rope, cord, medicine, matches or any weapon or dangerous article. A constant watch of patients is to be kept in these respects, and their beds frequently searched for such articles. *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.

8. It will be no excuse for attendants that their rooms, beds and patients are not in proper order, to say *they have not what is necessary*; for their application for such articles should be promptly made. 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 Medical Office.

9. The attendants in each ward 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 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 comfortable, to prevent improper conduct, bad postures, (such as lying on the floor or ground, etc.,) and to instruct, interest 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 observe patients during meals and religious services and entertainments, and see that no one passes out of the house, but that every 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, must endeavor to prevent any from eloping or wandering.

The clothes of all patients should be removed from their rooms at night, except in cases specified by the Physician.

11. When patients ride out, it is the duty of the attendant 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, stimulants of any kind, or other articles. He is not to stop to do errands for himself or others, without permission.* When attendants walk out with patients, they shall keep them together, and observe the same prohibitions as in driving out; they shall also particularly avoid going near dangerous places, as railroads, canals, precipices, rivers, wells, machinery, etc., or into woods or other places favorable for elopement.

12. The attendants must never ridicule the patients, nor mock nor imitate them, nor do anything to wound their feelings. If a 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 medical officers should be informed immediately. *The history, conduct and conversation of patients must never be spoken of to visitors, nor reported by attendants when abroad.*

13. Attendants must look particularly to the comfort of patients in their special charge, both day and night, and see them early in the morning, on rising, and in the evening on retiring. 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.

14. *Every patient must be in the charge of some responsible individual at all times, unless given parole.* The person who takes a patient from one of the wards 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.

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

16. Food is not to be carried to the rooms of patients without orders ; nor is anyone to be absent from the regular meals, except in cases of sickness or high excitement, without permission of one of the Physicians.

17. Attendants will 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, etc.

18. No conversation must ever be held with patients through the windows, either by officers, assistants or visitors ; nor must anything be thrown out through a window.

DUTY TO THE INSTITUTION.

1. The attendants and assistants must never leave the Asylum without permission from the Superintendent or an Assistant Physician. Application for leave of absence should be made several hours in advance, and Attendants, before leaving, must deposit the keys of their ward in the office, as directed, until their return.

2. *The attendants must never give up a key, nor let any person into the wards without permission of a Medical Officer. No man attendant, without such permission, shall enter the division for women*

3. No company shall be admitted into the rooms or wards occupied by the patients, at any time, except by the express permission of the Medical Officers. All persons employed by the institution are expected to show marked respect and attention to strangers and visitors.

4. 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 floors, windows, tables, beds and bedding, 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 and spittoons every day. *All soiled clothing and bedding shall be immediately taken to the wash-house. All dust shafts and receptacles shall be emptied frequently, and all dressings or cloths saturated with oil shall, immediately after use, be taken to the boiler house and there burned.*

5. The attendants must look well to all doors and windows connected with the patients' rooms and wards ; and at bed-time see that no attempts are made to get out, and that the patients' doors are all safely locked, unless otherwise ordered by the Medical Officers, and the doors communicating with the centre building. In locking doors, be careful always *to hear the bolt slip*; this precaution will often prevent escapes. Visiting from ward to ward, and especially to the kitchen, bakery, laundry or shops, without permission, is a violation of duty.

6. *The whole time of the attendants and assistants belongs to the Asylum.* This rule applies equally to the clerks, supervisors, overseers, and all persons in the 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 their 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.

7. An attendant or assistant is prohibited from receiving a present or gratuity from any patient in the Asylum, or the friend of a patient ; or from a visitor ; or selling to, or buying anything from a patient ; or receiving any perquisite of any kind whatever.

8. No smoking shall be permitted in or about any of the out-buildings, kitchens or basements, nor in any other place, except as designated by the Superintendent.

RULES FOR BATHING PATIENTS.

1. Directions in regard to bathing patients will be given, in each instance, by the Medical Officer, upon the reception of the case. Unless otherwise directed, patients will be bathed upon admission, and regularly once a week afterward, and as much oftener as may be necessary. If at any time there is any doubt of the advisability of bathing a patient, owing to sickness, feebleness or excitement, the Medical Officer in charge of the division will be at once consulted.

2. In preparing the bath the cold water is always to be turned on first, and before the patient enters it the temperature is to be tested by the attendant by immersing the hand freely in the water.

3. The bath tub is to be emptied and cleaned after each bath is given. Two patients are never to be bathed in the same water, and under no pretense whatever, is a patient's head to be put under water.

4. After coming out of the bath, special care must be taken to dry those patients who are feeble and helpless, and clothe them as rapidly as possible. Any marks, bruises, wounds, sores, local-pains or evidences of disease of any kind complained of by the patient, or noticed by the attendant during the process of bathing, are to be reported immediately to Medical Officer.

PRECAUTIONS AGAINST FIRE.

1. It shall be the duty of the attendant in charge of each ward to have, every night, at least four pails of water drawn and left standing in the bath-room, for the use of the night-watchers in case of fire, and it shall be their duty

to note in their morning report, each and every neglect to carry out this rule.

2. The Supervisors of the departments, shall, as often as once a month, see that the fire extinguishers are in place and in order, and shall instruct the night watchers and attendants upon the wards where they are located, in their use.

3. The Supervisor of the men's division shall, as often as once a month, instruct the attendants upon each ward, in the attachment of the fire hose to the stand-pipe, and train them in its use. The Medical Officers of each division in the house shall see that these orders are carried out.

DIRECTIONS TO BE OBSERVED IN CASE OF FIRE.

1. If a fire occurs at night, and does not threaten to be serious, an effort should be made by the night-watch and attendants upon the ward where it occurs, to put it out by the use of water or the fire-extinguisher. If not immediately subdued by this means, the night-watch shall at once inform the Physician, by telephone, of the locality of the fire, and at the same time notify the attendants of the wards through which he passes, who shall report to the place of the fire with pails and fire-extinguishers.

2. The night-watch shall then go to the engine house, inform the fireman, and return to the wards. The fireman shall call the engineer and the outside employes sleeping in the hospital building, who shall go with the hose-cart to the proper hydrant. The engineer shall take the fire-axes, bars and length of ladder for the fire-escapes, and place the latter in position.

3. If the fire occurs on the women's ward, the same rule shall be followed by the night-watch, who shall further notify one of the men attendants or the man night-watch, who shall inform the fireman, and then return to the ward to procure additional aid.

4. If the fire occurs in the day-time, the duties assigned to the night-watch shall be performed by the Supervisor of the department, or in his absence, by the person acting for him.

5. The Physician notified, after informing the other officers, shall give the alarm to the fire department through the city telephone in the Medical Office, and then go at once to the fire, where he shall assume charge until relieved by the Superintendent.

6. The attendants upon the wards shall unlock the doors, remove the patients from their rooms to the main hall, and *re-lock* the doors. If time permits, the clothing which is outside the doors on the main hall can be put on, but if this cannot be done, let a blanket from the bed be given each one as he is taken from his room. The patients shall then be transferred to other wards, and counted when removed, to see that none are left behind. Every ward has two doors of exit, and the one furthest from the fire should be used.

7. As the stair-cases and corridors are fire-proof, there can be no danger of the means of exit being cut off from either end of the wards, but in case the fire shuts off the passage from the extension to the main hall, the window guards at the end of the extension are to be broken out and the patients removed by the fire-escape. A bar of iron for this purpose will always be found in the hose-closet of each ward.

8. As soon as patients are removed from their rooms the hose is to be attached to the stand-pipe and the water turned on and used against the fire.

9. Under no circumstances should there be any crying out of an alarm, as noise or disturbance only excites both attendants and patients, and might lead to a panic. Do not

lose presence of mind, and let everything be done as quietly and quickly as possible.

RULES GOVERNING EMPLOYMENT.

1. All persons employed at the Asylum shall be considered as engaged for one year, unless it is otherwise agreed upon, provided that they discharge their duties to the satisfaction of the Superintendent. It is expected that they will fulfill their engagements scrupulously, as to time of service and duties to be performed; and no one shall discontinue service at the Asylum or on the farm, (without permission of the Superintendent) without giving, at least, thirty days' notice, in writing, to the Superintendent or Steward.

2. One month's wages of all employés, except those hired by the day, will be retained by the Asylum. This will be paid when the employé leaves the service of the institution, except as specified in the agreement.

3. The agreement must be signed by all who are subject to the Civil Service Rules of the State, after at least one month's trial, and when the first payment of wages become due, if the employé is to continue in said service.

4. After signing the agreement and receiving the first pay, all attendants must provide themselves with a uniform, as prescribed.

AGREEMENT.

Upon consideration of my being employed by the Managers of the Buffalo State Asylum for the Insane, and of the wages paid me in accord with the schedule established by said Board of Managers, and in force at the time of the making of this contract:—

I DO HEREBY AGREE to work for said Asylum for one year from this date, (unless sooner discharged by the Superintendent thereof) at any work or service assigned me by the said Superintendent or any other officer.

I FURTHER AGREE to observe and obey the rules and regulations of the Institution, and the directions of the Superintendent or any other Officer of the Asylum.

I FURTHER AGREE that one month's wages shall be retained from my pay by the Treasurer of the Asylum, subject to the following conditions: If I leave my employment before the expiration of one year from this date, without the written permission of the Superintendent; or, if I am discharged for violation of the rules and regulations of the Asylum, or for neglect of duty, I hereby relinquish all claim to the wages retained, but provided, if in the opinion of the Superintendent, I have faithfully kept my contract, the month's wages retained shall be paid me when I leave the service of the Asylum.

I FURTHER AGREE that if I continue in the employ of the Asylum after the expiration of one year from this date, the terms and conditions of this contract shall apply to such further service.

I FURTHER AGREE that if I accept the advanced pay given to those who have passed the examinations of the training school, I obligate myself to remain, in each case, at least one year longer in the service of the Asylum, subject to the provisions of this agreement.

BUFFALO, N. Y.

(Signed).....

HOURS FOR RISING, MEALS AND RETIRING.

1. The morning bell shall be rung for two or three minutes at six o'clock during the months of May, June, July, August and September, and at half-past six during October, November, December, January, February, March and April.
2. Breakfast is to be placed on the table punctually, one hour after the ringing of the rising bell; dinner will

be served uniformly at half-past twelve, and supper at half-past five P. M., the year round.

3. The Asylum is to be closed at ten o'clock every night; at which time attendants and assistants must retire to their apartments.

CHAPEL SERVICE.

It is expected that all persons employed in the Asylum, who are well, and can be spared from the duties of the house and wards, will attend public worship in the chapel, on the Sabbath. 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.

REGULATIONS FOR VISITING.

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 proper regulations.

In order to secure to patients the quiet and seclusion necessary to treatment, and to shield them from the improper observation of strangers the Board of Managers have adopted the following rules for the admission of visitors :

1. The Asylum will be open to visitors from 2 to 5 o'clock, P. M., on Mondays, Wednesdays and Fridays, (holidays excepted.)

2. Sunday is to be a Sabbath, or day of rest and quiet, the Asylum, and the buildings and grounds are not to be exhibited to visitors on Sunday, nor shall visitors be admitted into the wards or rooms of patients or attendants, except in cases of serious illness, and by special permission of the Superintendent.

3. No visitors will be permitted to enter the wards or the grounds in the rear of the buildings, unless accompanied by a Manager, or one of the Resident Officers, or some one delegated by the Superintendent.

4. Persons wishing to see patients or learn their condition, will inquire for the Superintendent or for one of the Assistant Physicians, and no information concerning patients will be given except to relatives or family friends, and to public officers; and such information will be given only by the medical officers.

5. The person or persons directed to accompany visitors through the wards will not be permitted to point out or mention the names or peculiarities or conduct of patients.

