1) Grades
   a) Definition of grades
   b) Uniform grades
   c) Periods of planning, promotion, and graduation.

1. Definition of grades.

"Our inmates are separated into four divisions, given respectively as the Upper First Grade, Tadder First, or Intermediate Grade; the Second Grade, and the Third Grade. Upon your admission here, you will be examined with all new arrivals, placed in the lower first, or Intermediate Grade; and from this grade you may, by your own good conduct and diligence in labor and study, earn, in due time, promotion to the Upper First Grade, which is the highest in the Reformatory Grade; or you may, by reason of your bad conduct, cause yourself to be reduced to the Second Grade." (p. 6)
All the seamen are clothed in suits of uniform pattern but differing from each other in color to this effect that each of the three grades has its own distinct color as follows: Upper First Grade, blue coat, vest, cap and breeches; lower First Grade, black coat, with vest, cap and breeches and gray; Second Grade, red coat, vest, cap and breeches.

Clothing and (p. 12-13, furnished by Company).
enable you 6th stage of a very fair living, and
must be reasonably permanent. It is not
deemed advisable that any inmate shall be
recommended to the Board of Managers for
admission until he has been at least six
months in the Upper Field Trade, as above
approved.
"Upon your admission here you are, as above stated, placed in the Lower First, or Inexperienced Grade. From this grade, promotion to the Upper First Grade may be earned by maintaining a record, which shall be satisfactory to the Management, both as to your demeanour and school work, and by endeavouring yourself during your stay in the Lower First Grade as to satisfy the management that you are deserving of promotion to the Upper First Grade. But this promotion to the Upper First Grade will not be made until you have been at least six months in the Lower First Grade (with exceptions in special cases). After you have been promoted to the Upper First Grade, a further period of good performance is required, under certain conditions, before liberty will be granted. If there is no confidence on the part of the Management that you will conduct yourself properly in your life, you may be recommended to the Board of Managers for parole. It must be understood that before being paroled you must secure work (preferably at the trade taught you while here), and that this employment must be investigated and approved by our agents before being accepted as satisfactory. This employment must be sufficiently wages to
Governmental Organization

"The executive function in the Reformatory is vested in a Board of Managers and a General Superintendent, the necessary and subordinate departments of government being subject to the direction of the General Superintendent, in charge of General Wries, as follows:

1) Military and Discipline. Under charge of the Chief Officer or Military District and his Assistant, holding the institutional titles of "Colonel" and "Lieutenant-Colonel," assisted by auxiliary officers institutionally known as Major of Battalion, Captains of Companies, etc., etc.

2) Details of Economic Administration. Under charge of a Principal Keeper, who additionally acts, in conjunction with the Chief and Assistant Chief Officer, as a guardian of the institution's discipline.

3) Hygiene and Sanitation. Under charge of a duly sifted Non-Resident Physician and a Resident Assistant.

4) Trades-Schools. Under charge of a Trades-School Director, with assistants."
(e) Physical Training. Under the direction of an expert in gymnastics, calisthenics, etc., with assistant(s), subject to the supervision of the Physician.

(f) Manual Training. (In Hepatics and Weights). Under charge of a trained Director and assistant, the latter including a professional "Ring" instructor.

(g) Music. (Instrumental and Vocal). Under charge of a Band Director, and visiting musical instructors and pianoforte teachers.

(h) Arts and Religion. Under charge of resident lecturers, lecturers and preachers - Catholic, Protestant and Hebrew.

(i) School of Letters. Under the direction of a School Director, assisted by a non-resident lecturer or lecturer.

(j) Other General Officers, Subordinate Officers and Employers on the Farm: Officer, Clerk, Clerk of Hundred Store, Chief Cook, Superintendent, Refuge and the Farm, Gardener, Master Engineer, Foreman - School Instructors, Store-room and Hall Keepers, Overseers and Gardener.
Deliberate prisoners, discipline without distinction.

The Board of Managers meet quarterly on parole oyer during the months of January, April, July and October. Due notice of their meeting is given ... All inmates who have been removed four months in the Upper First Band may be called before the oyer, unless otherwise notified.

Directions for men and women:

1. Should you be on parole and through misfortune or inability, should lose your place of employment, and should voluntarily return to the institution, with an advice and consent, but without arrest or formal order, you will be received as a guest, and again placed as soon as may be, with certain exceptions.

2. Should you be on parole and through fault, but without crime, should lose your place of employment and should voluntarily return on request or order, you will be placed in the Lower First Band for four months at least, to go through the Upper First Band in the ordinary way, with certain exceptions.

3. Should you be on parole and should violate...
you people by committing gross improprieties, or by crime, and you should be apparently in a way to commit crimes when arrested and brought in, you will be placed in the same tier, or second grade, as the case may be advised, on admission, to work through to your release in the ordinary way, with exceptions.

4. Should you escape, or attempt to escape, you will be reduced to the second grade and remain in such grade as you shall seem worthy of, until the "good time" expiration of your maximum term at least, with exceptions when the maximum is great.

5. Ex-convicts (not including misdemeanants).
(a) Those who acknowledge the fact of their previous imprisonment immediately upon admission, or who voluntarily make it known afterward, may be detained until "good time" expiration of their maximum—without exceptions when the maximum is too great.
(b) Those who are by search and searching investigation proved the fact of their former imprisonment, or whom it is ascertained without their acknowledgment, may be detained until the expiration of their maximum term—without exceptions when the maximum is too great.
"After being barged and as soon as you shall reach your destination, you shall promptly report to the Management upon your arrival, and also report promptly to an agent, through submitting a written report which must be duly signed by the agent and forwarded to us during the first week of each month unless the day of reporting is otherwise arranged. After you have continued a service for a period of time sufficiently long to warrant the Management in believing that you have really reformed and will continue yourself in the future, you may, by procuring the recommendation of an agent, receive an absolute release. But no release shall be granted until the inmate shall have been upon parole in a period of at least six months and shall have, during that time, made satisfactory reports. But it must be understood that the time for the granting of the absolute release is variable and is dependent entirely upon the conduct of the inmate upon parole, and the confidence of the Management in his sincerity; and inmates are therefore..."
continued to continue to report each month until they receive their absolute release. This also applies to those who are released upon invalid parole. This class should understand that an absolute release will be granted in six months, but should continue to report as long as directed by the Management.
4) Supervision

In order to make the records on which reports and discipline are based there must be a careful system of supervision by the officers of administration.

The duties of the elmenia are given in "Officers' Handbook of Rules and Regulations", duties and routines, authorized Oct. 15, 1896.
5) Disciplinary punishments, working from
on down. (Little found in reports and rules
on this subject).
Third grade cellular confinement. (Ref. 1901, p. 16)
6) Rewards and privileges, mainly chiefly on life,
the hope of promotion to a higher grade;
the hope of enjoying social privileges which
take to rank. Thus:
"Members of all the grades take their meals in
the different dining rooms, each grade having its
own special dining room."
Talking, prohibited in the lower first and
second grades dining rooms, is a privilege of the
Upper First.

The hope of being released early on parole
for good conduct, see (8).
(1) Educational, working by influence and instruction.

b) Physical, hygienic, medical.

The policy is to be sound, steady, efficient, pursue to excellence in the training of the public mind.

Those physically capable are helped by the department of physical culture—exercise, baths, massage, electric treatment, military drill, work, marching, etc. The medical men care for them when an sick or injured, and a hospital is at their service.

(2) The Manual Training department has been temporarily (1901) suspended from want of funds, but will be restored.

(3) The Trade School teaches the elements of several trades by which men can earn a living. In the School of letters instruction is given in the elements of education. Moral and religious instruction and influence from a part of this school work.

(Annual Report 1901 for Details).
8) Paroled prisoners. The person released on parole is under supervision for six months or more, liable to be returned.

To be paroled the book must show that the prisoner has worked well at least twelve months; has made progress in school and trade; has earned enough money to carry him to the place of first employment and keep him till he can draw wages; has satisfied the superintendent that he can be trusted with freedom, and that he has some employment which will yield a fair living.
"The Machine System Explained,...

In order to have a perfect marking in deportment, you must be obedient to the rules, true to the government of the Reformatory, and must have no intimate intimacies with your fellow inmates.

Perfect marking in your school work requires that you shall be diligent in the studies given you in the School of Letters, and in the trades you are to learn in the trades schools; it being also required that you shall make sufficient progress so that you will not be ranked in your examinations lower than 75 per cent, and that you will show some evidence of having improved in implied prizes.

The further (under 6, reward and punishment)

"In case your promotion be lost, first and last by making a proper record for six months, or you can be reduced in grade for a loss of 3 marks in one month or by two unwritten results in succession. A perfect monthly record under this monetary system is one wherein the losses in any or all of the divisions of deportment, study, labor do not amount to one dollar." (Said for New Arrivals).
3) forbidden acts, means within the prison.

At Vienna, repudiating the means as classified under their division, them against the rules of demeanor, study, labor.

(The first unions in various classes? Messrs., see (6) Ricardo Miller)
The Report: one Third Class, Second Class, First Class
You are liable to a first class report for:

- Leaving light burning after "tafe" (unless in upper first rate or by permission)
- Leaving your room, unashamed.
- For not being properly equipped, viz: Not wearing outside third or underclothes;
- Not wearing Sunday Amens or slips or trousers to assemble;
- Wearing slippers in yard;
- Wearing Sunday Amens before work;
- Shaving with your clothes on;

You are liable to a second class report for:

- Attitudinuous, or slovenliness, viz:
  - An article not fit for your place;
  - Bed not properly made;
  - Basket not in place;
  - Clothing soiled or not in perfect order;
  - Coat not buttoned throughout;
  - Face, hands or rest of person not clean;
  - Hair not combed;
- Room or quarters as unclean, or disorderly;
- Stains not polished;
- Altering face or dress from prescribed pattern;
- Carelessly breaking, injuring or destroying any article;
- Having in possession or in room articles
which an unauthorized, forbidden or in
scope of allowance;

lurking an article of art; 
unnecessarily leaving shop to visit other room; 
spitting on floor or room.

p. 20. "you are liable to a first class report for:

malinger (shamming sickness or staying in,
unnecessarily) and to a second class report
for not returning medicine bottles and boxes;

"He who fails to comply with laundry rules."
You are liable to a first class report for:
Absence from shop without proper excuse;
Having in possession a giving to, or making
for another inmate, an unauthorised knife or
other dangerous weapon;
Taking tools or stock to room;
You are liable to a second class report for:
Carelessly damaging property;
Creating a disturbance;
Wronging another inmate;
You are liable to a third class report for:
Aim not folded when idle in shop;
Being ask 7 place;
Forcing stand on shelf;
Leaving room in which after working;
Not turning sign from or after using clock;
Dispensing medicine, wine, disinfectant or florence
improperly;
Taking of florence or others (asked for) without
permission.
You are liable to a letter report for:
Bad word;
Carlessness in work;
Loaing;
Nepalizer i ambe;
Poor and;
Verbe Shostap;
Inspirations.
Oppress  (Study)

You are liable for first class report for:
- Absence from class without a proper excuse;
- Answering for another at roll-call;
- Fraud at examinations.

You are liable for second class report for:
- Answering by your name in an improper manner;
- Being late at roll-call;
- Not answering your name at roll-call;
- Not answering your name in a sufficiently loud tone at roll-call;
- Not rising when talking to an instructor;
- Talking before or after examinations;
- Answering from roll-call;
- Inattentive.

Compan. p. 10, failures in order of letters, or fraudulent answers examinations, plus - ispend for poor work, mistakes, etc.
Offense (Concluded)

Library

You are liable to a first class report card

if you violate any library privileges for:

Exchanging library book or magazine;

Marking, writing or mutilating book or
magazine;

Having higher class number than you own

on library card.

You are liable to a second class report for:

Failing to change room number on library card;

Failing to return reference book, magazine,
or make proper remittance.

P. 39. For using cards, any person except that

supplied for this special purpose.
"You are liable to a first class report for:
Assault or fight;
Disobedience to orders;
Disrespectful conduct toward an superior officer;
Having forbidden article in possession or room;
Insolence;
Disobedience;
Laziness;
Discontinuance;
Lying;
Malicious disturbance;
Misappropriation;
Misrepresentation;
Impotency or vulgarity;
Refusing power name a superior in manner to them;
Using threatening or provoking language to an
officer or citizen;
Intimidation;
Useful damage;
Useful or untrustful neglect of duty.
You are liable to a second class report for:
Commendation or signs;
Disobedient conduct;
Feeling;
Drinking:
High spirits (excitement);
Wandering about the ship;
Drunkenness;
Raising disturbances & listening, or often disorderly conduct;
Talking whenความ, not
Talking (against the rules);
Talking and reports.
You are liable to a third class
report for:
Drunkenness;
Disturbing hall by loud talking in men;
Not being at don't in crow's;
Not stepping soundly but in women's
 occupancy in don;
Talking in women after "tops".

P. 34. First class report for:
Unnatural desire of relief.