

CHAP. 320. the bill book under the same regulations as that above suggested for the entry of notes receivable.

Clerks' duties

Article third.—*Clerk.*—It shall be the duty of the Clerk to keep the books of account and of all the transactions of the institution, and record the minutes of proceedings of the Board of Directors; he shall present, at the monthly meeting of the board, a summary account of all the transactions of the institution, showing the amount of active capital, cash, and bills receivable and payable, the checks drawn, and for what purpose, all monies paid, and on what account, which shall be examined and countersigned by the agents; he shall attend daily at the prison, during the usual business hours, unless excused by the agents, or Monthly Committee or Board of Directors; he shall not interfere with the police of the prison or the prisoners; he must see that the accounts of the different apartments are properly kept, and at the monthly meetings present them to the board; he shall keep a record of admissions, pardons, discharges and descriptions of the convicts, as directed by the warden; he shall keep such books, and in such manner as the directors or agents may require, and do any writing that may be necessary to the discharge of their duties.

Warden's duties

Article fourth.—*Warden.*—The Warden shall see that the laws of the State and the rules and regulations for the enforcement of order and discipline are strictly observed, and in case of necessity, he shall report to the Monthly Committee, or convene the Board of Directors; it shall be his duty, upon the admission of convicts, to search for any improper articles upon their persons; take their height, name, age, complexion, eyes and hair, place of birth and conviction, nature of the crime, term of confinement, and what portion shall be solitary; also to inquire into his or her former life, trade and occupation, and learn the leading causes of their present condition, which shall be faithfully recorded in a book to be kept by the clerk; he shall read to them, on their admission, the laws relating to escapes and rebellious or disorderly conduct, and make them understand that obedience is required and will be obtained; he shall see that the convicts, on their discharge, are possessed of every

On admittance of prisoners

Record

Discharge