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PRISON STAFF, HOURS
SEPT., OCT. 1943

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Declassified E.O. 12356 Section 3.3/NND No. 785016

0811180 /PS

PRISON STAFF HOURS.

0453

PRISON STAFF HOURS.

10000 / 143 / 182

THIS FOLDER

CONTAINS PAPERS

FROM SEPT 1943

TO OCT 1943

CATALOGUE.

File No. 1180/PS.
Sheet No. 1

[illegible]

0455

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Prison Staff - Hours of Duty.

AMXXE/1480/PS

The Director,
The Prison General,
AGRICULTURE.

30 September 3

Duty on alternate Sundays by Director and Assistant is
approved.



MAJOR,
For Lt. Col.,
SUPT OF PRISONS.

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Forwarded through C.A.R.O. Agrigento

Ruffy
13/10

PA $\frac{1}{2}$ 14/10

SUBJECT: Prison Staff - Hours. 6

ANGOT HQ SICILY
Public Safety Division
Civil Police Section
HQ CC.RR. Palermo

10th October, 1943

TO : Deputy Superintendent of Prisons. 3

Referring to your memorandum of 30th September.

I attach particulars of the hours of duty and leaves
of the CC.RR. and Metropolitania.

R. A. Snook
Major
RUSSELL A SNOOK
Lt Colonel, CMP
Supt Civil Police.

PUBLIC SAFETY DIVISION.

ROUTING SLIP.

TO SEE :- 4/5/6

C.P.S.

D.C.P.S. *Seen*

PRISON SECTION.

CIVIL POLICE SECTION.

FIRE AND CIVIL DEFENCE
SECTION.

LICENSING AND REGISTRATION
SECTION.

Hours of Duty and Leaves of Carabinieri and Metropolitania. 5

1. Carabinieri.

The services of this Force in the Field of crime prevention and repression are - patrol and inspection. Patrol in city; inspection in country.

Hours of service vary, but ordinarily about 4 hours, day and night. Each man on duty not fewer than 8 hours; and one of these 4 hour shifts at night. Arm also has informative duties. Personnel under station Command.

Office Hours - Stations and Groups - fixed hours varying from station to station, but office open day and night. This continuity of service is assured by a night duty watch.

Superior Commands - Hours vary according to seasons.

Furloughs - Leaves.

Passes for a maximum of 23 hours may be issued by company commanders.

Furloughs granted by Legion.

- (a) Special annual furlough 15 days plus travel time.
- (b) Short - independent of "special" - 7 days plus travel time issued for:
 serious family affairs, death or serious illness of members of family, marriage. 40
- (c) Convalescence or other unusual health purposes.
- (d) Transfers - not more than 7 days including travel time.

2. Agents of P.S. and Metropolitania.

P.S. Agents have an 8 hour daily service (in exceptional cases may be more). Hours of service depend on type of service, for example - agents hours are those of the office (Questura's present hours 8 to 1p.m., 4 to 6), but the service is not suspended during the hours that the office is closed - a skeleton force is on hand for urgent work. Each service has regular shifts, so that no one works

- 2 -

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over eight hours, and such shifts are distributed according to needs - e.g. telephone service functions on 24 hours basis, traffic during daylight, investigation has no time limits but is regulated according to the circumstances of the case.

Leaves and Passes.

(a) LEAVE.

(i) ordinary (ii) extraordinary (iii) short.
Always subordinate to needs of the service.

Ordinary leave - 30 days a year; may be taken at once or split into separate leaves.

Extraordinary leaves may be for so long as three months, or even a year for reason of health (see Art. 86 of Reg.)

Short leave from one to seven days plus travel time.

(b) PASS.

Ordinarily 4 hours daily passes may be issued for not more than 12 hours; night passes up to one A.M. by chief of office.

B. G. Jefford
Major
as Supt Civil Police

ALLIED MILITARY GOVERNMENT

SUBJECT: *Prison Staff - Hours.*

FILE No. *1180*

TO: *Supl. Civil Police*

AMGOT HQ., SICILY

30 Sep 1943

see 4/6

With reference to conversation (Lt. L. Snook
and Major Lottman on evening 29/9/43)
I send file containing memoranda on
above Subject. I should be glad if
you could give me any guide as to answer
to question (2) raised by D/P.R.S. - ~~and~~
how the hours compare with those of the
C.C.R.R. and other Police Forces.

M. Lottman
Major
D/Supl. Prisons.

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 To C.P.S.
 for consideration please. *W.D.L.* 29/9/43
 PRISON STAFF - HOURS OF DUTY.

1. In a number of cases the prison staffs are being over worked performing anything up to 120 hours a fortnight.
2. The actual shift duties are :

(a) 0700 hours to 1700 hours	-	10 hours	-	Shift 4.
(b) 1700 " " 2359 "	-	7 "	-	Shift 2.
(c) 2359 " " 0700 "	-	7 "	-	Shift 3.

After Shift 3 - the night duty - a guard is granted 24 hours off duty.
 Staff is changed every 24 hours. There is no weekly or fortnightly Duty Roster.
3. Extra pay is granted at 3 Lira for total period of any over-time in a day.
4. I desire to propose:
 1. That a total of 98 hours a fortnight be the standard duty hours.
 2. That a weekly Duty Roster be brought into operation at all prisons.
 3. If it is necessary at anytime for Guards to perform more than 98 hours in a fortnight additional pay at 3 Lira for every extra hour be paid.
 4. That all staff receive a complete 24 hours period off duty each week.
5. The proposals in para 4 will act as some encouragement to the Staff and the Chief Director has welcomed such a scheme.

W.D.L.
 Major,
 DEPUTY Supt. OF PRISONS.

Copy to :

~~Chief Director to discuss at Director's conference and report.~~

X *Capt. J. H. Jones*

Will this proposal necessitate an increase

performing anything up to 120 hours a fortnight.

2. The actual shift duties are:

(a) 0700 hours to 1700 hours	-	10 hours	-	Shift 1.
(b) 1700 " " 2359 "	-	7 "	-	Shift 2.
(c) 2359 " " 0700 "	-	7 "	-	Shift 3.

After Shift 3 - the night duty - a guard is granted 24 hours off duty.

Staff is changed every 24 hours. There is no weekly or fortnightly Duty Roster.

3. Extra pay is granted at 3 Line for total period of any over-time in a day.

4. I desire to propose:

1. That a total of 98 hours a fortnight be the standard duty hours.
2. That a weekly Duty Roster be brought into operation at all prisons.
3. If it is necessary at anytime for guards to perform more than 98 hours in a fortnight additional pay at 3 Line for every extra hour be paid.
4. That all staff receive a complete 24 hours period off duty each week.

5. The proposals in para 4 will act as some encouragement to the Staff and the Chief Director has welcomed such a scheme.

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W. Latham

Major,
DEPUTY SUIF. OF PRISONS.

Copy to:

Chief Director to discuss at Director's conference and report.

X Super Prisons.

- Will this proposal necessitate an increase in staff or in the cost of the operation. How do the hours compare with those worked by the CARR or Metropolitan. Is the 24 hours off duty a week recognised in Italian Civil Service, other than clerical personnel?*

29/9

Supt.

Will you please
give your remarks and
may I suggest the scheme
be put to C.P.S. It
might receive some
"Blessing" one day.

29/9/43

M.H.

To CPS

Adm

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