

Minutes of the City Council Meeting

October 15, 1962

At the National Guard Armory

Present: Gamble, Swanson, J. Hoffman, E. Hoffman, Don Schantz.

MMS Shantz/ J. Hoffman to purchase supplies for jail in case lot by bids obtained from local merchants. MC

MMS Gamble/Shantz to write to Mr. Perry stating in so far as we have not heard from him, that we have assumed that he does not want the position and that we have gone ahead and made other contacts. MC

MMS Gamble/Schantz after surveying the vehicles that vote be received by ballot. MC

The ballots showed for votes for the International.

MMS Shantz/Gamble to accept the bid as read on the International, to pay up to \$75.00 to have screen put behind the back and the drivers seat, and to put the old jeep up for bid to the highest bidder. Gamble, Hoffman, Hoffman and Schantz in favor.

MMS Gamble/Schantz to pay \$1.65 for all guards and write to the Alaska Dept. of Public Safety and see if we can make arrangements to pay the guards and have them to reimburse the City, similar to the agreement between the City and the Youth and Adult Authority. Gamble, Hoffman, Hoffman, Schantz in favor.

MMS Schantz/Hoffman to accept the list of basic equipment requested by the policeman, to be purchased immediately. Gamble, Hoffman, Hoffman, Schantz in favor.

MMS Shantz/ J Hoffman to ask for bids, for the basic meal for prisoners as needed. Bids to be broken down into breakfast, lunch and supper with all meals to be delivered to jail. MC

MMS Schantz/Gamble to extend meeting as necessary. MC

MMS Schantz/Gamble to pay up to \$250.00 a month or \$20.00 a day for 12 days a month with additional time as needed for sick and annual leave for an assistant policeman. With this man being paid \$1.75 an hour for and Guard Hire he may do. Schantz, Hoffman, Hoffman and Gamble in favor.

MMS Gamble/Schantz to accept the jail visiting rules, Bethel City Jail Rules and Duties of Jail Guards as submitted and that they be incorporated into the minutes. MC

JAIL VISITING RULES Visiting hours shall be between 2:30 P.M. & 3:30 P.M.
7:30 PM & 8:30 PM

Visitors must be a member of the prisoner's immediate family or a person with legitimate business to transact with prisoner that can not wait until he is released.

Before seeing prisoner the visitor must check in with the guard on duty and register in the Visitor's Register.

Visits shall be limited to fifteen minutes unless special permission has been granted by the police officer.

Visitors shall not hand any item to the prisoners. Anything brought by the visitor for a prisoner must be given to the guard on duty who will check to determine whether such item will be allowed the prisoner. The guard will actually hand any item to the prisoner.

Anyone who does not have sufficient reason to visit the prisoner shall be denied admittance by the guard.

No person under the influence of liquor shall be allowed to visit a prisoner.

No visitor shall be allowed to step closer than four feet from the bullpen door when visiting a prisoner.

If a visitor causes a disturbance or agitates a prisoner he shall be asked to leave.

BETHEL CITY JAIL RULES All prisoners shall be searched and booked when they arrive at the jail.

Personal possessions of prisoners shall be taken from them and locked up by the jail guard or booking officer. A receipt will be prepared in duplicate, one copy being given to the prisoner and the other placed in an envelope with the items taken. When the prisoner is released he shall sign and return his copy of the receipt which will be kept on file in the jail.

Prisoners shall not smoke in bed. Prisoners shall not gamble in jail.

Prisoners shall not assault nor threaten another prisoner.

Prisoners shall clean the jail daily under the supervision of a guard, and when necessary he shall wash the bedding. Before being released from jail the prisoner shall clean his cell as directed by the jail guard.

Prisoners must report immediately to the guard any injury or sickness.

Prisoners must report to guard if another prisoner threatens him.

Prisoners shall be fed in the jail. The police officer or guard will arrange for the ordering of the prisoner meals which consist of breakfast and dinner. Visitors are not to bring food to the prisoners without prior arrangements with the police officer.

Prisoners shall obey the orders of the guard on duty at all times.

Lights in the prisoners cells and bull pen shall be turned out at 9:00 P.M.

DUTIES OF JAIL GUARDS Guard is responsible to the Chief of Police for the safety and welfare of prisoners in his care while he is on shift and for carrying out orders left by the police officer.

Guards shall assist the police officer in booking and searching prisoners when they are admitted to jail.

The guard is to keep the cell block door locked at all times when there are prisoners in jail.

Guard will sign the guard register when entering duty and indicate the time he reported for work. Before leaving shift he shall indicate the time he quit work and the names of the prisoners he guarded.

Guard shall see that prisoners thoroughly clean the jail daily and maintain the cells, bullpen and latrine in a sanitary condition at all times. When the last prisoner has been released, the guard shall see that the prisoner cleans the jail and empties the honeybucket before leaving the jail. If the guard fails to have the prisoner clean up, the work must be done by the guard himself before he locks up the jail.

Prisoner meals will be brought to the jail by the party under contract to provide the same. A half hour before prisoner meal times the guard shall phone the said party and let them know how many prisoners are to be fed and give the names of the prisoners. The guard shall take the meals into the prisoners. Breakfast time will be 8:30 AM and dinner at 5:30 PM.

Guard will be responsible to see that prisoner carries out all work assignments the police officer for designate.

If a prisoner reports any illness or threats made on him by another prisoner to the police officer immediately. Guards must report all irregularities to the police officer.

The guard shall answer the telephone when the police officer is out and take any messages which he will pass on to the police officer as soon as he returns to the jail.

Guards shall be responsible that visiting regulations are carried out in accord with posted visiting rules. He shall not allow the prisoner to have visitors until they sign the Visitor's Register and shall see that they do not overstay their allotted visiting time.

The guard shall see that prisoners wash the mattress covers, pillow cases and blankets as often as necessary to maintain them in a sanitary condition.

The night guard shall keep the outside door locked at all times and not open it until he is assured that it is safe to do so.

Any guard who violates any of these rules shall be subject to immediate dismissal or disciplinary action as seen fit by the Chief of Police.

MMS Shantz/Hoffman to ask for applications for persons who wish to supervise a recreation program at the armory for the week ends. Salary not to exceed \$35.00 for the week end. Gamble, Hoffman, Hoffman, Schantz in favor.

MMS J. Hoffman/Gamble to expend an amount not to exceed \$100.00 to have the garbage dump dozed. Gamble, Hoffman, Hoffman and Schantz in favor.

MMS Hoffman/Schantz to adjourn, MC