CHAPTER IV

CENTRAL PRISON: PERSONNEL

A. Units of the Organization

The composition of the Central Prisons can be divided into two principal groups - the prisoners and the employees. The number of prisoners changes everyday. But on 11th March, 1976 there were as many as 220. 86 convicted prisoners, 32 on remand, 101 on detention orders and 1 held under the Preservation of Public Security Ordinance. For a clearer picture, refer to Table 2. But this number is much less as compared with recent years as shown in Table 2. Probably the number may be lower still if it had not been for the influx of illegal immigrants from the Philippines to Sabah. At the moment there are 120 uniform and 22 non-uniform employees.

Four categories of services are provided for in the Department. Medical services top the list. It takes care of the sick prisoners. Unfortunately not much weight is given in this field. Medical service is taken care of by senior dresser. He comes daily to the prison. But he spends only about an hour after which he will return to the Queen Elizabeth Hospital for his other duties. Doctors cannot afford to visit the prison. Going to the prisons will definitely deprive the

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1 P.P.S.O.
2 General Hospital.
## TABLE 2

**Prisoners by Race and Term of Sentence**

<table>
<thead>
<tr>
<th>Race</th>
<th>Life Sentence</th>
<th>18 months and above</th>
<th>12 months - Less 18 months</th>
<th>6 months - Less 12 months</th>
<th>3 months - Less 6 months</th>
<th>1 month - Less 3 months</th>
<th>Less 1 month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malay</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Chinese</td>
<td>1</td>
<td>6</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Kadazan</td>
<td>3</td>
<td>6</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Indonesian</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Filipino</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Bajau</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Orang Sungai</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 86
TABLE 3

PRISON STATISTICS: SARAWAK

PERSONS COMMITTED DURING THE PERIOD

<table>
<thead>
<tr>
<th>Period</th>
<th>For debts</th>
<th>Under emergency regulations (detained)</th>
<th>For safe custody*</th>
<th>For term of imprisonment</th>
<th>Banishment</th>
<th>Total</th>
<th>Daily average in prison</th>
</tr>
</thead>
<tbody>
<tr>
<td>1963</td>
<td>(a)</td>
<td></td>
<td>(a)</td>
<td>(a)</td>
<td>(a)</td>
<td>1,589</td>
<td>341</td>
</tr>
<tr>
<td>1964</td>
<td>(a)</td>
<td></td>
<td>(a)</td>
<td>(a)</td>
<td>(a)</td>
<td>502</td>
<td>(a)</td>
</tr>
<tr>
<td>1965</td>
<td>(a)</td>
<td></td>
<td>(a)</td>
<td>(a)</td>
<td>(a)</td>
<td>570</td>
<td>(a)</td>
</tr>
<tr>
<td>1966</td>
<td>42</td>
<td></td>
<td>142</td>
<td>438 (b)</td>
<td>370</td>
<td>1,059</td>
<td>287</td>
</tr>
<tr>
<td>1967</td>
<td>32</td>
<td></td>
<td>111</td>
<td>458 (b)</td>
<td>313</td>
<td>1,025</td>
<td>203</td>
</tr>
<tr>
<td>1968</td>
<td>1</td>
<td></td>
<td>172</td>
<td>570 (b)</td>
<td>267</td>
<td>1,059</td>
<td>165</td>
</tr>
<tr>
<td>1969</td>
<td>7</td>
<td></td>
<td>405</td>
<td>1,059</td>
<td>203</td>
<td>1,059</td>
<td>165</td>
</tr>
<tr>
<td>1970</td>
<td>3</td>
<td></td>
<td>500</td>
<td>1,025</td>
<td>206</td>
<td>500</td>
<td>196</td>
</tr>
<tr>
<td>1971</td>
<td>1</td>
<td></td>
<td>421</td>
<td>1,059</td>
<td>203</td>
<td>500</td>
<td>196</td>
</tr>
<tr>
<td>1972</td>
<td>2</td>
<td></td>
<td>631</td>
<td>1,025</td>
<td>206</td>
<td>500</td>
<td>196</td>
</tr>
<tr>
<td>1973</td>
<td>(a)</td>
<td></td>
<td>1,445</td>
<td>203</td>
<td>206</td>
<td>1,445</td>
<td>165</td>
</tr>
<tr>
<td>1974</td>
<td>(a)</td>
<td></td>
<td>1,865</td>
<td>206</td>
<td>353</td>
<td>1,865</td>
<td>165</td>
</tr>
</tbody>
</table>

*Subsequently discharged, including hydration.

(a) Not available.

(b) The great reduction in the figures of convicts from 1963 to 1967 is due to the reduction in the number of illegal immigrants from Indonesia and Philippines.

(c) The higher figures of "Daily Average" in 1963 and 1966 are due to the number of detainees.

SOURCE: Malaysia Year Book 1974.
ordinary citizens of their invaluable services. This is due to the obvious shortage of doctors in Selangor.

The second category is technical services. This revolves mainly around the axis of industry. Industrial instructors are employed to help the prisoners in industrial work, for example, the making of rattan chairs, tables, etc.

Administrative services come next. These include receptions, general office, record office of both prisoners and uniform staff and transport facilities for the prison employees.

The last one is the general services. It provides for daily maintenance of food, kitchen activities, prison compound, prison cells and other activities which are necessary for the uninterrupted operation of the prisons. The services are both done by prisoners and uniformed staff.

Be Organisational Structure

The organisational structure is organised on a superior-subordinate basis. The superior officer exercises jurisdiction over those beneath him in the hierarchy. The Central Prison uses military terminology for its pattern of organisation. Such terms as superintendent, sergeant, orderly are common usage. This usage is conducive for the prison because, being a typically coercive organisation, it automatically brings into the prison an atmosphere of rigid discipline akin to military discipline.3

3 The Administration of the Penang Prisons Department by Syed Tanin Ansari bin Syed Mohamed (with necessary modifications), p. 33.
The Director of Prisons, who is the number one man, is responsible for the proper management of the prisons. Section 9(1) of the Sabah Prisons Ordinance, 1956 provides that the direction and administration of the prison service and all matters relating to prisons in the state shall be vested in the Director......

Below the Director we have the Superintendent. He is the Officer-de-c-charge at the Central Prisons, Kota Kinabalu. He is responsible to the Director. There is only one superintendent in the whole of Sabah.

Chart 1 shows the Personnel Chart of the Central Prisons.

C. Duties of Director of Prisons

He shall ensure that the provisions of the Sabah Prisons Ordinance, 1956 and the Sabah Prisons Regulations, 1958 are strictly observed throughout the prison service and the prison of the state. He shall take steps to secure uniformity of the administration throughout all prisons. It is further provided that the direction and administration of the prison service and all matters relating to prisons in the state shall be vested in the Director.

It will be impossible for the Director to perform his duties himself. He therefore delegates his powers to his subordinates.

Delegation of power of Director is provided in S. 10 of the 1956 Ordinance.

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4The Director is responsible for all prisons department in Sabah.
5S. 44(1), Sabah Prisons Regulations, 1958.
6S. 9(1), Sabah Prisons Ordinance, 1956.
CHART 1
PERSONNEL CHART OF CENTRAL PRISONS

Director

Superintendent

Civilian Staff

Medical Officer (1)  Industrial Manager (1)

Works Supervisor (1)  Store Keeper  Clerks (5)

Trade Instructor (7)  Assoc. Clerks (6)

Uniformed Staff

Chief Officer (1)

P.O. Grade 1 (2)

Matron (1)

P.O. Grade 2 (8)

Senior Wardress (2)

Chief Warden (4)

Warden (7)

Assoc. Chief Warden (7)

Senior Warden (10)

Warden (86)

Total: 142

Source: Director of Prisons Sabah.
To ensure effective and efficient administration throughout the state the Director shall periodically visit and inspect or caused to be visited and inspected all prisons in the state.\textsuperscript{7}

D. Superintendant of Prisons

He is responsible for the proper administration of the Central Prisons and it is his duty to inform the Director regarding any difficulty concerning the administration. He has to make prisoners report and also reports regarding any unusual incident which occurs in the prisons.

The following are duties of the superintendant:—

(i) Central administration of prisons.
   (a) To divide the duties of personnel.
   (b) To supervise and give proper directions.
   (c) To outline-and-enact new policies towards the progress of the Prisoners.

(ii) Safeguard confidential files and reports.

(iii) Safeguard the properties of the prisoners.

(iv) Make weekly reports.

(v) Look into the welfare of the employees and prisoners.

(vi) To decide cases regarding low ranking officers and prisoners.

(vii) Housing facilities of personnel.

\textsuperscript{7}Sec. 11, Ptd.

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2. Functions of Officers-in-Charge

Officers-in-Charge are those who are appointed by the Director of Prisons to take charge of the various Prisons Department in Sabah. The Superintendent takes charge of the Central Prison in Kota Kinabalu. There are three other Officers-in-Charge. They hold the rank of Principle Officers Grade I. Each takes charge of the three respective divisional Prisons, that is, in Tawau, Sandakan and Keningau.

Section 15 of the Sabah Prisons Ordinance, 1956 lays down the duties of an officer-in-charge. It states, 'Every officer in charge shall supervise and control all matters in connection with the prison to which he is appointed, and shall keep or cause to be kept such records in such form, as the Director may from time to time direct for the efficient running of the prison, and shall be responsible to the Director for the conduct and treatment of prison officers and prisoners under his control and for the due observance by prison officers and prisoners of the provision of this Ordinance and of Regulations and Prison General Orders.'

Every Officer-in-Charge shall be charged with the responsibility for all arms, accoutrements, ammunition, clothing and all other public stores and foodstuffs issued and delivered for the use of the prison and Prison Officers under his control, and for all public money for which he may be held accountable, and also charged with all valuables, money, articles of clothing, and other property entrusted to his keeping as being the property of prisoners, and shall account for the same in case

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8 There is only one Superintendent of Prisons in Sabah.

9 The Director of Prisons, Sabah.
of their being lost or damaged, otherwise than by unavoidable accident, theft, robbery, or active service, or by being destroyed.\(^{10}\)

Where any property specified in sub-section 1 of section 27 is lost or damaged and the value does not exceed one hundred dollars, the Officers-in-Charge shall proceed to ascertain the cause of the loss or damage, and the individual upon whom the responsibilities rest, and should he find any Prison Officer responsible he may deduct the amount found due from the wages of the Prison Officer in such instalments as he may think fit and shall report his action to the Director of Prisons.

The Prison Regulations 1958 further states that the Officers-in-Charge shall be responsible for the proper management of the Prison to which he shall be appointed. He shall take care that prisoners are humanely treated, that the discipline is strictly enforced and that economy is duly promoted.\(^{11}\)

F. **Principle Officer Grade 1**

He is to assist and to be responsible to the Superintendent regarding development, statistics, research, pastoral, making of estimates and other matters directed from time to time.

G. **Reception Officer**\(^{12}\)

The following are duties of the Reception Officer—

(1) To receive prisoners on admission.

(2) To weigh prisoners on admission and on release.

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\(^{10}\) S. 27(1), Sabah Prisons Ordinance, 1956.

\(^{11}\) S. 46.

\(^{12}\) Principle Officer Grade 2.
(iii) To keep properties of prisoners.
(iv) To make payment regarding salaries of prisoners.
(v) To operate prisoners canteen.
(vi) To take prisoners thumb-prints and photographs.
(vii) Postal services for prisoners.
(viii) To enable the medical officer to make medical report of prisoners.
(ix) To arrange for prisoners to go to hospital and court.

H. Matron

She is responsible for all activities carried out in the Women Prisons. She has to make women prisoners record. It is her duty to see that the women prisoners are well behaved and abide by the Sabah Prisons Ordinance, Sabah Prison Regulations, 1958 and the General Orders. In short, it is the duty of the matron to arrange and administer the Women Prisons.

I. Senior Wardress

It is her duty to assist the matron and also to see that the Women Prison gates are properly locked. She is to take charge in the absence of the matron. The keeping of proper records of the women personnel is under her charge. She is also in charge of typing and filing.

Chart 2 shows the Organisation Chart of Women Prisons.

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13 Ibid.
J. Clerk

The following are some of the main duties of a clerk:-

(i) To prepare voucher regarding payment of bills, allowances and salaries of prisoners,

(ii) Postal services.

(iii) Filing works.

(iv) To prepare monthly report,

(v) Typing.

(vi) Other duties as directed by the Officer-in-Charge.

K. Grade Instructor

(i) To inspect working equipment and machines,

(ii) To arrange prisoners for work,

(iii) Teach the art of carpentry, matten work, etc,

(iv) To make record regarding things used at the workshop,

(v) To ask and to receive things that are lacking at the workshop from the Officer-in-Charge.

(vi) To make report regarding the progress, safety and conduct of prisoners in their work.

(vii) Cleanliness of workshop, machinery and other tools used during work.

Note: References regarding duties of personnel as mentioned above in 'Desk file' of Central Prison.