

No. 338.—The following Order and Rules made by the Governor under Section 52 of Law 51 of 1908, for the general government, guidance and conduct of the Subordinate Staff of the General Post Office are herewith published as required by Section 53 of the Law:—

I, SIR REGINALD EDWARD STUBBS, Knight Commander of the Most Distinguished Order of Saint Michael and Saint George, Captain-General and Governor-in-Chief in and over the Island of Jamaica and Its Dependencies by virtue of the powers conferred upon me by Section 52 of Law 51 of 1908 (Post Office Law, 1908) or of any other power hereunto enabling do hereby make the following Rules, Orders and Regulations for the general government, guidance and conduct of the following agents or servants of the General Post Office, to wit: The Sorters, Letter Carriers, Box Clearers and Telegraph Messengers in substitution for the Rules and Regulations made by the Governor of Jamaica with respect to such agents or servants on the 28th day of October, 1908.

Dated at King's House this 7th day of May, 1927.

R. E. STUBBS,
Governor.

RULES AND REGULATIONS

FOR THE

Subordinate Staff of the General Post Office

CONSISTING OF

*Sorters, Letter Carriers, Box Clearers and
Telegraph Messengers.*

1. Every member of the subordinate staff of sorters, letter carriers, postmen and telegraph messengers, will be required on entering the service to make the following declaration before a Magistrate:—

I do solemnly and sincerely declare that I will not wittingly, or willingly open or delay, or cause or suffer to be opened or delayed, contrary to my duty, any letter or anything sent by the post which shall come into my hands or custody by reason of my employment relating to the Post Office, except by the consent of the person or persons to whom the same shall be directed, or by an express warrant in writing, under the hand of the Governor or under his authority, for that purpose, or except in such cases where the party or parties to whom such letter, or any thing sent by the post, shall be directed, and who is or are chargeable with the payment of the postage thereof, shall refuse or neglect to pay the same; and except such letters or anything sent by the post, as shall be returned for want of true directions, or when the party or parties to whom the same shall be directed cannot be found; and that I will not in any way embezzle any such letter or any thing sent by the post as aforesaid; and I make this solemn declaration conscientiously intending to fulfil and obey the same, and by virtue of the provisions of "the Post Office Law, 51 of 1908."

This declaration was made
before me at _____ in _____
the _____ of _____
the _____ day of 1927

2. Every person on being employed as a member of the subordinate staff will be required to sign a form of agreement in the following terms:—

I agree to accept temporary employment in the Post Office Department, during which time my services may at any moment be dispensed with. If my employment is made permanent and I wish at any time to leave the service, I agree to give one month's notice to the Postmaster for Jamaica, and if he wishes to dispense with my service to accept from him fifteen days notice; for misconduct I shall be liable to instant dismissal.

During my temporary employment and after I am taken on permanently my services shall at all times be at the disposal of the Department.

I hereby acknowledge that I have read and fully understand the Rules regulating the conduct and duties of the subordinate staff of the General Post Office.

3. For the first six months after entering into the service every member of the subordinate staff will be on probation; at the expiration of that time he will be confirmed provided that he has given proof of his efficiency in the discharge of his duties, has been punctual and regular in his attendance, and has proved himself otherwise fit for the service.

4. Before taking up appointment every member of the subordinate staff must enter his name, address or place of residence in "the address book." Such address and any change thereof must at once be made known to his superior officer.

5. Each member of the subordinate staff will be supplied with uniform clothing as shown in the following table:—

Uniform suit	One every six months
Boots	" "
Helmet	One every 9 months.
Umbrella	One every 9 months on production of the used one.

Water-proof capes will also be supplied.

These articles are the property of the Government and must be handed over on leaving the service. The subordinate staff are required to keep themselves neat and tidy. Their uniform must always be brushed, and their boots and buttons polished when on duty. The uniform coat must be buttoned, and no member will be allowed to be on duty in private clothing except while on probation. Any member of the staff will be liable to be sent off duty if he presents a slovenly appearance and a substitute may be employed at his expense.

6. Each member of the subordinate staff must be prepared to produce for inspection whenever required to do so, his uniform, boots, helmet, umbrella, collecting or delivery bags or any other articles which he may have in his possession belonging to the Post Office, and may be called upon to make good any loss or damage done to any or all of them.

7. Attendance is required punctually and at the appointed hours. Each employee shall enter his name and the exact time of his arrival at and departure from Office in the attendance book each day. Failure to do so may be punished by means of a fine.

8. Late attendance will entail the following fines:

For each case of late attendance exceeding—

5 minutes and not exceeding 15	a fine of 2d.
15 " " " "	30 " 4d.
30 " " " "	45 " 6d.
45 " " " "	60 " 8d.

Beyond which the case must be dealt with specially.

9. The Postmaster for Jamaica may at his discretion inflict punishment for acts of insubordination or official misconduct by means of fines or the stoppage of increment.

10. Should any member of the subordinate staff for any cause be unable to attend the office he must send a written excuse before the commencement of a day's duty explaining the cause of his absence, otherwise he will be liable to have his pay stopped and a substitute employed.

11. The subordinate staff are strictly warned against having on their person during the day or after leaving the office at the expiration of a day's duty, any letters, papers, parcels, that may belong to the public without special authority to do so, from the head of the branch. They shall also deliver up before leaving the office at the close of each day all collecting or delivery bags, or keys belonging to the Post Office. Serious notice will be taken of the slightest disregard of this rule.

12. The subordinate staff are prohibited from wearing their badges or using their passes for travelling on a tram car free when not on official duty.

13. The subordinate staff will be entitled to fourteen days leave of absence on full pay and fourteen days on half pay on account of illness during each calendar year. All applications for such leave to be supported by a medical certificate. Subject to the exigencies of the Service, seven days departmental leave, without the production of a medical certificate, may also be granted in any one year. Such leave may be taken in one period or otherwise.

14. If from any cause a member of the subordinate staff is unable to attend personally at the office to sign the pay sheet, or over-time sheet, a written and signed authority by such member to the clerk on duty, must be sent in as to the disposal of his wages and over-time.

15. Each box-clearer when on duty must take his own collecting bag with him and be very careful to see that he brings away from the street letter boxes, the whole of the letters, satisfying himself that no letters are stuck at the top or sides of the boxes.

If he finds any of the boxes in a dirty or discreditable condition he must specially report the circumstances to the head sorter on his return to office, whose duty it will be to bring this matter immediately to the notice of the clerk in charge.

16. Street letter boxes are to be cleared regularly at the hours named on the boxes, and on no account must a box be cleared before the time prescribed. A box-clearer's return to the office must be at the time laid down for his guidance, otherwise he must explain the cause of his delay.

17. When any member of the subordinate staff is in charge of a mail van or cart he must ride by the driver's side, care must be taken to count the number of bags entrusted to his care, comparing the number he received with the number delivered on the Way Bill or railway list, which will in all cases be handed to him by a clerk.

18. The conveyance of mails to and from the railway must be under the custody of a responsible subordinate officer, whose duty it will be to receive and see placed in the van the number of bags advised on a list which he must initial. The exact time he received such mails must be noted on the list. Serious and special notice will be taken of any neglect in this duty.

19. Great care must be taken in handling mail bags, especially those containing parcels, in order to avoid unnecessary damage to contents by crushing and breakage. It is strictly prohibited to sit, stand or lounge on any bag containing mail matter.

20. While collecting from street letter boxes or in the delivery of letters, it is strictly prohibited to accept for posting or delivery any letter or parcel tendered by the public.

21. A letter carrier must be acquainted with the town, streets, and districts, before he can be appointed to the position; each letter carrier will be provided with a change of address book which must be properly kept and in a legible manner to be understood when required by others for information. Letters must be arranged in order of street and number before taken out the office. He is forbidden to arrange any but those intended for his district, *except instructed to do so*.

22. No subordinate employee shall take possession of any letter, parcel or second class mail matter, to his address before shewing it to one of his superior officers.

23. In preparing and sorting letters for street delivery a letter carrier is cautioned to see that all letters and parcels which do not belong to his district are immediately returned to the House Delivery Clerk, they are on no account to be given to the letter carriers of the districts to which they belong.

24. It is expressly forbidden to give up any letter or parcel on application by persons during the course of a delivery along the street, but only at the address they bear, and to the party to whom it is addressed in order to secure a sound and safe delivery. When delivering a letter or parcel at a shop, tavern or bar it must not be left unprotected but should be handed to the addressee or to some responsible party.

25. Care must always be taken when houses are re-numbered to insure a correct delivery. Any such alterations must be reported to the House Delivery Clerk.

Premises bearing no number, or two similar numbers in the same street or where the numbers are indistinct should be immediately brought to notice.

26. Any letter, post-card, newspaper, book-packet, or parcel must not be re-directed until the notice giving the change of address be noted, verbal requests from the public must not be acted on. When a doubt exists between two or more persons for whom a letter or parcel is intended or any difficulty arises as to the disposal of a letter or parcel, it must be brought back and handed specially to the House Delivery Clerk and its disposal decided by him.

27. After completing each delivery a proper and distinct remark must be made on the back of every letter returned to office as to the cause of non-delivery.

28. Every sorter is responsible for the safe keep of the date stamp in his possession. On no account must he allow it to fall into the hands of any messenger not authorised to use it. Date stamps must at all times be kept thoroughly cleaned to allow of clear and distinct impressions. This is an important part of a sorter's duty and any disregard of this rule, may be dealt with by means of a fine.

29. Every sorter must at fixed times change the type of his date stamp and impress the change in the register kept for the purpose, and add his initials thereto.

30. Sorters are responsible for the correct despatch of all second class mail matter, any instructions required must be sought from the clerk to whom he is responsible.

31. Unaddressed or insufficiently addressed second class mail matter must be immediately dealt with and not allowed to remain over from one day to another.

32. It is strictly forbidden to open newspapers, magazines and periodicals for the purpose of reading.

33. Care should be taken to detect all short-paid letters and any so observed must be handed over to the House Delivery Clerk to be dealt with.

34. If there is good reason for suspecting the honesty of any person employed in the service a report must at once be made in a confidential statement to the chief of his branch.

35. Information respecting letters or parcels passing through the hands of any member of the subordinate staff must on no account be given to any one without special authority.

36. Every letter carrier or box clearer must proceed with all expedition to the place where the delivery or collection as the case may be, commences; he must not enter a bar or tavern to obtain refreshment while on duty. Any cases of loitering in any way upon delivery or collection, brought to notice will be seriously dealt with.

37. It is strictly prohibited for an employee to smoke either in or about the office or while engaged in the delivery or collection of letters or when in or upon a post office van or cart.

38. Any member of the subordinate staff becoming intoxicated while on duty or found in a state of intoxication while in uniform or on the street will be instantly dismissed, (see Sec. 49, Law 51 of 1908).

39. Any member of the subordinate staff guilty of insubordination will be liable to dismissal.

40. A defaulter in respect of change collected, however small the amount, will render himself liable to dismissal. The excuse of having given credit for unpaid letters or parcels will not be accepted.

41. The members of the subordinate staff must behave themselves in a decent and quiet manner while on the Post Office premises; should any employee behave to the contrary, serious notice will be taken of it.

42. The subordinate staff must not on any account leave the House Delivery Table while engaged in preparing for the street delivery, without the sanction of the House Delivery Clerk.

43. A plea of ignorance of any of the foregoing rules will not be accepted as an excuse in the mitigation of any punishment which the Postmaster for Jamaica may find it necessary to impose either by means of a fine, detention of increment or otherwise.

44. This book is the property of the Post Office and must be given up on leaving the service. If this is not done, or a new one is required during the time of employment the amount of one shilling will be charged for a new book.

Governor.

Extracts from the Post Office Law 51 of 1908.

Sec. 39—Every person employed by or under the Post Office who shall contrary to his duty, open or procure or suffer to be opened or shall wilfully detain or delay or suffer to be detained or delayed a post letter or bag shall suffer such punishment as the court may consider.

Sec. 40—Every person employed by or under the Post Office, who shall steal or for any purpose whatever embezzle, secrete, or destroy a post-letter shall be guilty of a felony and shall at the discretion of the court, be imprisoned with or without hard labour for any term not exceeding 2 years.

Sec. 42—Every person guilty of stealing a post bag or letter from a post letter bag is liable to imprisonment for a term not exceeding 4 years.

Sec. 46—Every person who shall solicit or endeavour to procure any other person to commit a felony or misdemeanour punishable under this Law shall be guilty of misdemeanour and on conviction is liable to a term of imprisonment not exceeding 2 years.

Sec. 49—Every person employed to convey or deliver a post letter bag, or post letter who is guilty of carelessness, negligence, misconduct, or any act of drunkenness, renders himself liable if convicted to forfeit £5.