

A/CONF.6/C.1/L.15

FIRST UNITED NATIONS CONGRESS ON THE PREVENTION
OF CRIME AND THE TREATMENT OF OFFENDERS
GENEVA 1955

PERSONNEL

**SELECTION AND TRAINING OF PERSONNEL
FOR ADULT PENAL AND CORRECTIONAL
INSTITUTIONS IN EGYPT**

by **Liby Yassin el Refaie**,
Adjutant-General, Prison Administration, Cairo



UNITED NATIONS

SELECTION AND TRAINING OF PERSONNEL
FOR ADULT PENAL AND CORRECTIONAL INSTITUTIONS
IN EGYPT

by Yassin el Refaie,

Adjutant-General, Prison Administration, Cairo

Statements of fact in this report are the responsibility of the author, and opinions expressed are not necessarily those of organs or Members of the United Nations.

In accordance with the tradition of past Congresses, it has been possible to secure the co-operation of certain national prison administrations for the printing of documentation for the First United Nations Congress on the prevention of crime and the treatment of offenders, which is from an historical point of view the Thirteenth International Penal and Penitentiary Congress. Thus the present report has been generously printed by the Federal Bureau of Prisons of the United States of America, in the prison printing plant at Leavenworth, Kansas.

A/CONF. 6/C. 1/L. 15

14 February 1955

The Egyptian prison system comprises thirty-one institutions administered by the Prison Administration, which is at present placed under the authority of the Ministry of War. The various categories of personnel in the service are the same as they were two decades ago, and the institutions are still administered as places of custody rather than as institutions for the correction and rehabilitation of offenders. However, as a result of the efforts of some prison officers, an Advisory Council has recently been established with a view to the reorganization of the existing institutions, revision of legislation and manuals relating to prisons and scientific measures for the care, treatment, welfare and rehabilitation of offenders. The Council is to advise the Minister responsible for prisons in these matters and to consider and report on questions referred to it by him or raised by its members. It may appoint sub-committees on matters referred to it, with power to co-opt members from outside the Council. The membership includes a judge, a psychiatrist, social workers, a psychologist, and other persons with special knowledge and experience in education, industry, commerce, administration of justice, police work and treatment of offenders.

I. CENTRAL ADMINISTRATION¹

1. Director General's Office

The Prison Administration is organized on a military basis and is headed by a Director General who is appointed by the Cabinet of Ministers and is responsible to the Minister of War. He holds the military rank of general. The Director General lays down the main principles of administrative policy and organization and decides administrative and financial questions. He is authorized at any time to inspect and investigate

¹ A chart of the structure of the Central Prison Administration is given as Annex I to the present report.

any branch or institution of the service and it is his duty to visit all institutions at least once a year.

The Director General is assisted by an Adjutant General who is a professional officer selected from among the best qualified senior officers of the service. He holds the military rank of a lieutenant colonel and has the pay, status and privileges accorded to officers of a similar rank of the Police Service. His duties are to advise the Director General on any question requiring a decision, to transmit and explain the decisions taken, and to observe and report upon their results. He participates in the administration of the Head Office and in planning and carrying out methods of treatment and services for offenders. He also keeps the Director General in touch with the views and problems of the staff of the various institutions and communicates any incident likely to be of public interest to the press. He is assisted by an executive officer holding the rank of captain and by two civilian clerks.

The Director General has two private secretaries, one appointed by him for military matters and the other recruited by the Civil Service Commission for civilian affairs.

2. Assistant Directors General

Under the Director General there are three Assistant Directors General, each with a definite area of responsibility, namely 1) Inmates' Affairs, 2) Finance and Technical Affairs, and 3) Administrative Affairs. They all hold the military rank of general and have the pay, status and privileges of comparable ranks of the Police Service.

The Assistant Director General for Inmates' Affairs is the highest officer of the Prison Administration after the Director-General, whom he replaces when absent. He is responsible for the administration of the Medical Department, the Prisoners' Department, the Education and Social Services Department and the Inspection Department of the Central Administration, and for the general supervision of the various institutions and the welfare of their inmates.

The Assistant Director General for Finance and Technical Affairs is responsible for the general supervision of the Technical Department, the Finance Department and the Stores Department of the Central Administration.

The Assistant Director General for Administrative Affairs is responsible for the organization and staffing of the Head Office and the various institutions and for the general supervision of the Military Personnel Department, the Civilian Personnel Department, the Investigation Department and the Registry or Archives Department of the Central Administration.

3. Departments of the Central Administration

The professional staff of the *Medical Department* consists of the Director of Medical Services and his deputy, a psychiatrist, a dentist and two pharmacists, who all hold University degrees in their respective professions. They are civil servants with pay and status equal to officers of comparable grades in the Ministry of Public Health. The subordinate staff comprises four male nurses trained in laboratory techniques and prison nursing and eight clerks, three of whom are recruited from the warder staff, and the remainder by the Civil Service Commission. The Department is generally responsible for the organization and supervision of medical services and related matters in the various institutions, including co-ordination of such services with those of the Ministry of Public Health.

The *Prisoners' Department* is headed by a director who holds the military rank of colonel with the pay and status of the comparable rank of the Police Service. He is assisted by an executive chief clerk who is a secondary school graduate and has the pay and status of government employees of a similar grade. There are nine clerks, two of whom are recruited from the warder staff and the others by the Civil Service Commission. This Department is charged with organization of arrangements to meet the need of the individual prisoners in accordance with the Prison Acts and Regulations, e.g., in relation to registration, accommodation, classification, diet, wages and release, and the performance of various kinds of administrative action relating to visits, correspondence, complaints, etc.

The *Education and Social Services Department* consists of two sections of which the Social Services Section is primarily responsible for juvenile offenders and therefore not under

consideration in this report. It is hoped that it will be possible to establish a special branch in this section to care for adult offenders in the near future and the Section, although inadequately staffed, is already undertaking referral of adult released persons to social agencies who can help them in their re-adjustment. The Education Section consists of two branches, education and cultural matters, each of which is sub-divided further into two units, one for adult and one for juvenile offenders. The staff of the Section consists of a director and an inspector who are both civil servants recruited by the Civil Service Commission, and a clerk. The Section is generally responsible for providing for elementary school education in the institutions, co-ordinating its programmes with those of the Ministry of Education, and providing for religious activities of all faiths in the institutions, including the selection and supervision of preachers.

The *Inspection Department* is responsible for the regular examination and evaluation of the prison operations in compliance with existing laws and regulations; this duty is carried out by the preparation of formal reports after every inspection. The staff of the Department consists of a chief inspector acting as administrative inspector, two technical inspectors attached to the Department of Technical Affairs, two stores inspectors attached to the Stores Department, two clerical and accountancy inspectors, and one clerk. Each inspector is trained in his particular branch of prison operations. They are all employees under the Civil Service system. Prison operations and services which do not fall within the scope of this Department are inspected by the directors of the Departments responsible for such operations and services.

The *Technical Department* comprises three sections: the Industries Section, the Works Section and the Agricultural Section, responsible for the planning, organization and supervision of prison industries, maintenance of and minor construction work on prison buildings, and agricultural work on prison farms, respectively. The Industries Section is headed by a director who is also the Director of the Technical Department. The Industries Section has a technical staff at the Head Office consisting of six technical engineers, who are graduates of the Cairo Technical School and hold degrees in different

branches of industries, and eleven instructors and foremen who are graduates of secondary or primary industrial schools. The clerical staff of the Section numbers six persons who are graduates from secondary schools. The Works Section has a director, a deputy director and two architectural engineers who act as travelling area supervisors; these are all graduated from technical schools. The office work of the section is done by two clerks who are graduates of secondary schools. The staff of the Agricultural Section consists of a director and a deputy director who are both graduates of the University with degrees in agricultural sciences, and one clerk who is a secondary school graduate. All staff members of the Department are civil servants recruited by the Civil Service Commission.

The *Finance Department* comprises two sections: the Accountancy Section comprising the Comptroller's and Auditor's Office and the Treasury Office, and the Budget Section which has one office for drawing up the budget and one for executive supervision of expenditure. The Department is responsible for the control of all financial operations in the central and local branches of the Prison Administration. It has a director and a deputy director who belong to and are appointed by the Ministry of Finance; they are both University graduates. They are assisted at the Head Office by a staff of 29 officers; some of these are graduates of the University or the Intermediate School of Commerce and the rest are secondary school graduates. All staff members of this Department are civil servants.

The *Stores Department* comprises two main sections; one dealing with contracts and the other with the supply and maintenance of stores. The Department is responsible for the placing of contracts, provision and distribution of supplies and the general supervision of stores in the Head Office and the various institutions. The Department has a director, three deputy directors and a staff of 62 storekeepers, chief clerks, clerks, messengers and porters. The directors and two of his deputies are recruited from the army and have military training while the third deputy director is a graduate of the Police College. The director has the military rank of brigadier, two of the deputies that of lieutenant colonel and the third that of major; they are government employees with the pay and status of comparable ranks of the Police Service. The chief clerks, the

clerks, with the exception of two recruited from the warder force, and the storekeepers, are recruited as civil servants by the Civil Service Commission; they are primary or secondary school graduates. Two warders work as messengers in the Department. In addition there are 18 porters who are civil servants of the subordinate class and are recruited by the Director General, under the provisions of the Civil Service Commission Laws.

The *Military Personnel Department* is responsible for the administration of personnel policy for ranks and grades of military personnel, i.e., recruitment, classification of posts, payment, assignment of duties, job supervision, training and promotion, service records, discipline and removal, safety and welfare, accident compensation, retirement on pension, morale and prestige. The director of the Department is recruited from the army and holds the military rank of colonel; the deputy director has reached his post by promotion and has the rank of major. Both are government employees with the pay and status of comparable ranks of the Police Service. The Department has a staff of 13 chief clerks and clerks; six of these are civilian clerks who are secondary school graduates recruited by the Civil Service Commission as civil servants; the other seven are military clerks recruited from the best qualified warders.

The functions of the *Civil Personnel Department* are the same as those of the *Military Personnel Department* in respect of all categories of civilian staff with the exception of certain functions relating to technical and professional staff which are the responsibility of the respective Departments. The director and deputy director of this Department belong to the Civil Service Commission. They have a clerical staff of 16 persons some of whom hold University degrees while the majority are secondary school graduates; they are all civil servants recruited by the Civil Service Commission.

The *Investigation Department* has the authority to examine all investigations made by the staff of institutions with respect to offences committed by prisoners for which corporal punishment may be imposed or with respect to reports on offences committed by the institutional staff; and to recommend the appropriate punishment for approval by the Director General or

one of the Assistant Directors General according to the gravity of the offence. The Director of the Department is a Police College graduate who holds the military rank of colonel; two of the four investigators are also Police College graduates and hold the rank of lieutenant colonel. These officers are government employees with the pay and status of comparable ranks of the Police Service. The two other investigators are University graduates with a degree in law; they are civil servants recruited by the Civil Service Commission. One of the three clerks is a University graduate who acts as executive chief clerk and the second is a secondary school graduate; they are both recruited as civil servants by the Civil Service Commission. The third clerk is a military clerk recruited from the warder staff.

The staff of the *Registry or Archives Department* consists of a director, 10 clerks and three messengers. The director is a secondary school graduate with a specialized training in registry work. The clerks are secondary or primary school graduates; they are civil servants recruited under the Civil Service Commission System. Two of the messengers are recruited from the warder staff; the third is a civil servant of the subordinate class.

In addition to the categories of staff mentioned under the various departments there are at the Head Office other subordinate employees such as drivers, servants, orderlies, guards, attendants, etc.

According to functions the personnel of the Central Administration may be grouped as follows:

1) Administrative staff: the Director General, the Assistant Directors General, the Chief Inspector, the Adjutant General, the Military Secretary, the Directors of the Stores Department, the Prisoners' Department, the Military and Civil Personnel Departments, the Finance Department, and the Investigation Department; the deputy directors of these Departments; the two clerical and accountancy inspectors.

2) Professional staff: the Director of the Medical Department and his deputy, the psychiatrist, the dentist, the pharmacists, the Directors of the Education Department and of the Social Services Branch, the Inspector of Education.

3) Technical staff: the Director of the Technical Depart-

ment, the engineers and instructors of the Industries and Works Sections, the Director of the Agricultural Section and his deputy.

4) Clerical staff: all clerical staff in the various Departments of the Head Office, whether military or civilian.

5) Subordinate staff: subordinate classes of the aforementioned types of staff and other employees such as warders, guards, orderlies, male nurses, foremen, messengers and porters.

II. LOCAL ADMINISTRATION²

The various kinds of the adult penal and correctional institutions in Egypt are administered by the Central Administration in accordance with the provisions of the Prison Acts and the Statutory Rules. The personnel falls into two main categories, military and civilian. The number, types and grades of the staff in each institution varies a great deal according to the size and responsibility of the establishment. The staff is appointed, transferred, and promoted by special committees headed by the Director General at the Central Administration. The staff duties and responsibilities are defined by the Rules and supplemented by more detailed instructions in Standing Orders.

The staff of the adult penal and correctional institutions in Egypt may be grouped into six groups:

1. *Administrative Staff* which includes governors, deputy governors, assistant deputy governors, and prison officers.

2. *Professional Staff* which includes the medical staff and the educational staff.

The medical staff comprises the chief medical officers, the medical officers, the specialists (surgeons, chest specialists, dermatologists, venerealists, bacteriologists, dentists, etc.) and the pharmacists.

The educational staff comprises principals of schools, teachers and preachers.

3. *Technical staff* comprises mechanical, electrical, works and agricultural engineers and instructors.

4. *Supervisory staff* which includes the warders, wardresses and soldiers of the prison guard force.

² A chart of the structure of the Local Prison Administration is given as Annex II to the present report.

5. *Clerical staff* which includes storekeepers, different categories of clerks (accountants, typists, etc.)

6. *Subordinate staff* which includes the subordinate classes of medical staff, technical staff and other employees such as nursing staff, laboratory technicians, foremen, draftsmen, workmen, gardeners, porters, and messengers.

1. Administrative Staff

All governors, deputy governors and assistant deputy governors hold military ranks and wear military uniforms. Their ranks vary from brigadier to captain, according to the size and the responsibility of the institution. A member of the administrative staff usually starts as a prison officer with the rank of sub-lieutenant and is promoted to lieutenant, keeping the same title of prison officer. He is then promoted through the posts of assistant deputy governor and deputy governor to the grade of governor. Thus, most governors will have learned the elements of the work in the junior grades before succeeding to the command of adult penal and correctional institutions.

Governors, deputy governors, assistant deputy governors and prison officers are all full-time, pensionable government employees with the pay, status and privileges of comparable ranks of the Police Service.

The general rule is that the Director General of the Prison Administration selects the prison officers from among the graduates of the Police College, but in some rare cases the Minister of War recruits some prison officers from the Armed Forces. Thus, the majority of the administrative staff are graduates from the Police College with B.A. degrees in law and police studies. The rest are Military College graduates with diplomas in military sciences.

In any type of adult penal and correctional institution there is a governor in command. The control and training of prisoners, the leadership of the staff, the maintenance of the institution, and the co-operation with the police and the courts are important functions all governors are charged with. The duties of the governor as the responsible head of each institution are defined by the Rules. Governors have authority to deal with minor offences, but serious offences must come be-

fore, the Director General through the Investigation Department at the Head Office.

In large institutions governors are assisted by a number of deputy governors and assistant deputy governors in addition to the prison officers. The rôle of a deputy governor is to act as assistant to the governor in the general management of the institution. He may be delegated by the governor to perform some of his duties or some specific job. He is responsible for the supervision and inspection of the premises allocated to women prisoners and the efficiency of the female officials in respect to the performance of their duties as defined by the Rules. He is in charge of the institution in the absence of the governor. An assistant deputy governor is mainly responsible for the general operation of the institution's workshops, as well as the supervision, discipline, safety and welfare of the prisoners working therein. He is also responsible for the supervision of the supervisory staff in the performance of their duties. He is the link between the junior officers, the supervisory staff and the governor or deputy governor, as the case may be. He replaces the deputy governor in the latter's absence.

A *Prison officer* in an adult penal or correctional institution is usually in charge of a block of the institution. He is responsible for the separation of the different categories of prisoners within the block, taking into account their age, criminal record, length of sentence, state of health, and the reasons for their detention, and the selection of prisoners who are to share dormitories, taking into account their suitability to associate with one another. He is in charge of the safe custody of prisoners in the block and taking the appropriate measures to attain that object. He supervises the locking and unlocking of cells, the examination of cells and kits, the serving of meals at the regular times and the maintenance of order in the prison yards. He is also responsible for censoring mail, and for receiving the prisoners' oral or written complaints; if he cannot remove the cause he has to submit them to the governor or his deputy, as the case may be.

The total administrative staff of the adult penal and correctional institutions consists of 3 brigadiers, 9 colonels, 10 lieutenant colonels, 18 majors, 32 captains and 61 lieutenants and sub-lieutenants.

2. Professional Staff

Recruitment

The *medical officers* are highly qualified, with University degrees in all branches of medicine. They are civil servants and as such their recruitment is under Civil Service Commission control, but the Director of Medical Services has the last word in the selection.

Doctors begin at the medical officer level and advance in accordance with their occupations and any vacancies available. The pay and status of medical officers are equal to those of officers of similar grades of the Ministry of Public Health. They are all experienced practitioners with knowledge of and experience in psychological medicine, except some who are specialists in various medical sciences. A proportion of the medical officers have the rank of chief medical officer. Medical officers are full-time, permanent, pensionable civil servants. At the large institutions there may be one doctor called the resident doctor, who has to reside very close to the institution, so that he may be able to attend at once on receiving information of the illness of an inmate. In small institutions where the number of prisoners is not large enough to justify the appointment of a medical officer, the medical services are performed by the local public health doctor on a part-time basis for which a special fixed salary is paid.

The medical officer is charged with heavy responsibilities which are prescribed in detail in the Statutory Rules. He must examine every prisoner on reception, record the state of his health and note his fitness for labour, take care of his mental and physical health, visit daily every sick prisoner and every prisoner who complains of illness and examine every prisoner before discharge or transfer to another prison. He is responsible for the prevention of epidemic diseases in the institution, the correction of remediable defects which could handicap a prisoner who on discharge has the will to lead a good and useful life and the removal to an outside hospital of any prisoner who requires surgical or medical treatment which cannot be given in the prison hospital. He supervises the hygiene of the institution and the inmates, including arrangements for cleanliness, sanitation, lighting, ventilation and the eradication of vermin. He is responsible

for ensuring that the food is of wholesome quality and well prepared, having daily inspection of the food, cooked and uncooked, and reporting on its state and quality and on any deficiency in the quantity. It is his duty to report any matter which appears to him to require the consideration of the Central Administration on medical grounds with the appropriate recommendation, e.g., that a sick prisoner will not survive his sentence or is totally unfit for imprisonment, or that a prisoner's mental or physical health is likely to be affected by continued imprisonment, or that the life of a prisoner will be endangered by imprisonment. He reports on the case of any prisoner in which he thinks it necessary, on medical grounds, to alter the prisoner's diet or treatment, or his separation from other prisoners or issue of additional clothing, bedding or other articles. He keeps under special observation every prisoner whose mental condition appears to require it, and takes steps, if necessary, for segregation, or certification under the Acts relating to lunacy or mental deficiency. Moreover, it is his duty to report to the governor when a prisoner appears to be seriously ill, and to notify the prisoner's family. If a prisoner dies he must keep a complete record of his death, including all necessary particulars. Medical officers are also in charge of the prison hospitals attached to most prisons, where the medical treatment of prisoners is carried out, but all cases requiring major operations are either removed to Tourah Penitentiary where there is a large modern operating theatre and operations are performed by prison surgeons, or to a government hospital outside the prison, where operations are performed by surgeons of the Ministry of Public Health.

The *pharmacists* employed in the institutions are professionally qualified personnel, holding degrees in pharmacy. Their recruitment is under Civil Service Commission control. They are full-time, permanent, pensionable civil servants whose pay and status are equal to those of the staff of similar grades of the Ministry of Public Health.

The medical staff of adult penal and correctional institutions in Egypt consist of 6 specialists, 24 medical officers and 5 pharmacists.

Principals of schools and teachers in adult penal and cor-

rectional institutions are either graduates of teacher-training schools or former teachers in elementary schools. There are 69 in all. Four of them are recruited by the Civil Service Commission, and are full-time, permanent civil servants. The rest are appointed by the Director General, after medical and educational tests and examinations, and are employed on a part-time basis and remunerated by fixed salaries. They may be discharged, for a cause, by the Director General. Prisoners with the necessary qualifications are employed in all adult offenders' institutions as assistant teachers, and they render excellent service in this capacity.

As approximately 80 per cent of the population of adult penal and correctional institutions in Egypt are found to be illiterate the programme of education is aimed only at teaching the illiterate prisoner to read and write, to provide some slight knowledge of arithmetic, religious education and personal hygiene. These duties are performed by the educational staff previously mentioned.

The educational staff of the adult penal and correctional institutions consists of 69 principals and teachers and 90 qualified prisoners utilized as assistant teachers.

In every institution there is a Moslem *preacher* and an Orthodox priest. Ministers of other denominations are specially called in as occasion arises. Most of the Moslem preachers are graduates from the Religious University Al-Azhar and all Christian preachers are priests of the Orthodox Church. Most of them are full-time, permanent civil servants recruited by the Civil Service Commission with pay and status equal to those of similar grades of government employees. The rest are appointed for prison work on a part-time basis by the Director General on the recommendation of the Director of the Preaching Unit of the Central Administration and are remunerated by fees fixed on a capitation basis, according to the number of the congregations. Their duties are confined to religious activities mainly conducting religious services, giving spiritual guidance and conducting interviews with prisoners.

3. Technical Staff

The technical staff of adult penal and correctional institu-

tions comprises industrial staff, the works staff and the agricultural staff.

The *industrial staff* consists of mechanical and electrical engineers who are assisted by instructors, foremen, craftsmen and workmen. Mechanical and electrical engineers are Technical School graduates. Their recruitment is under Civil Service Commission control, through competitive examinations for the position. They are employed on a full-time basis and have a permanent civil service status. They are only appointed in large institutions where there are important productive workshops and power stations. Industrial instructors employed in the institutions' workshops are either graduates of primary technical schools or recruited from the ranks of carpenters, shoemakers and other craftsmen, as foremen, then advanced to instructors' grade. The recruitment of those with educational qualifications is through competitive examinations held by the Civil Service Commission, but the Director of Industries has the last word in their selection. They are employed on full-time basis and have a permanent civil service status. Those who are recruited from among the craftsmen or workmen need not have any qualifications besides professional capacity and are appointed by the Director General. Their recruitment requires preliminary medical and technical tests and examinations which are performed by the Technical Department of the Central Administration. They are employed on a full-time basis and have a special service system. Engineers, instructors, foremen and craftsmen are charged with responsibilities prescribed in detail in the Statutory Rules. Their main duties are to maintain and operate workshops and power stations, to organize the production in workshops and the industrial employment of prisoners on the basis of their interests, abilities, former occupation and trustworthiness, and to organize programmes for training the inmates on the job.

The industrial staff of adult penal and correctional institutions in Egypt consists of 6 engineers and 161 instructors, foremen, workmen and craftsmen.

The *works staff* is responsible for the maintenance of buildings and installations in the institutions and for the supervision of minor new constructions and installations which are

usually carried out by local contractors. In addition to the two architectural engineers who are attached to the Technical Department of the Central Administration as mentioned above, and who act as area supervisors travelling to institutions where their services are required, the works staff consists of nine foremen who are either general construction workers or expert masons. They are required to pass medical and technical tests and examination before appointment. Three of them are recruited by the Civil Service Commission and the other six by the Director General. They are employed on a full-time basis with pay and status equal to those of civil servants of comparable grades. Some of the foremen act as travelling area supervisors while the rest are employed in the larger institutions.

The *agricultural staff* of adult penal and correctional institutions in Egypt consists of one agricultural engineer, 5 agricultural teachers (instructors), and 26 agricultural foremen and skilled agricultural workers. The agricultural engineer is a University graduate in agricultural sciences, and the five agricultural instructors are graduated from the Intermediate Technical School of Agriculture. Their recruitment is under Civil Service Commission control through competitive examinations for these positions. They are employed on a full-time basis and have a permanent Civil Service status. The agricultural foremen and skilled agricultural workers are expert farmers with no qualifications besides their professional capacity. They are appointed by the Director General after the necessary medical and technical examinations. They are employed on a full-time basis under a special service system. The workers may advance to the grade of foremen. Members of the agricultural staff are posted to the various institutions where they are in charge of the management of the prison farms and gardens and the supervision of the agricultural work of the prisoners. They are responsible for providing the institution with vegetables and the hay needed for livestock, and for training the prisoners who have a rural background in modern farming methods as well as furnishing some units of the Army with vegetables.

4. Supervisory Staff

The supervisory staff includes warders, wardresses and

soldiers of the Prison Guard Force. No special qualifications are required for recruitment as *warder* except previous service as an enlisted man or non-commissioned officer in the regular Armed Forces, the Police or the Prison Guard Force with a certificate of excellent conduct. Warders are selected from a long waiting list of applicants. Their recruitment requires preliminary medical tests which are performed by the Medical Department and their appointment is made by the Director General. They join the service on a temporary basis for four years as volunteers. The period of service may be renewed if the candidate proves to be efficient and obtains recommendation of the governor of the institution. They are employed on a full-time basis and are subject to the Military Code of Discipline which is analogous to that in force for the police. The dismissal of a warder or his reduction in rank requires the approval of the Director General. Warders wear military uniforms. They enter the service at the level of a simple warder and advance to higher military ranks (corporal, sergeant, etc.) in accordance with their qualifications when vacancies occur. Their pay and status are equal to those of similar military ranks of the Police Service; but they retire from the service at the age of sixty-five. A newly appointed warder is given a practical training course by an older warder who supervises him on the job for a month.

No special qualifications are required for recruitment as a *warderess* except an elementary educational background, which is sometimes overlooked, and a certificate of good conduct. Their recruitment requires preliminary medical examinations and the selection and appointment made by the Director General. They are full-time civil servants of the subordinate class. Their discipline follows the rules and restrictions and safeguards provided for their class under the Civil Service Commission Laws. Warderesses wear a special uniform up to the grade of sergeant-warderess, but on promotion to supervisor they wear civilian clothes. A newly appointed warderess is given a practical course by an older warderess, who supervises her on the job for a month.

Warders and warderesses are responsible for supervising and maintaining the custody of prisoners. Some of these are assigned to the routine duties which form the framework of

the daily round, such as unlocking and locking cells at regular times, serving meals, guarding the buildings and workshops, supervising exercises and associations, collecting applications, checking numbers and examining cells and kits. Others are responsible for seeing that the inmates get to work on time, that they attend educational classes, that they have proper clothing and other items to keep neat and clean, and that some action is taken regarding the many problems the inmates bring to them. Others have specific duties such as taking charge of the visiting room, or the gate or supervising prisoners working outside the prison walls or on farms. The prison walls and yards are guarded on the inside by a number of the warder staff, while the walls are guarded from outside by members of the police force, except in the case of three maximum security institutions where the outside guard are soldiers from the Prison Guard. The warder force of adult institutions number 1335 warders and 41 warderesses of all grades and ranks.

The *prison guard* is a military unit consisting of 1217 men serving their compulsory military service, attached to the prison administration. They receive beside their military training instruction in methods of guarding prisons and prisoners. This force is distributed to guard the three maximum security institutions.

5. Clerical Staff

Almost all the members of the clerical staff of adult penal and correctional institutions are either secondary school or primary school graduates. Their recruitment is under the Civil Service Commission control through competitive examinations held by the Civil Service Commission. They are employed on a full-time basis and have a permanent civil service status. They do not receive any training after recruitment except practical in-service training for the first four weeks of service. The clerical staff of penal and correctional institutions is composed of 150 clerks of all grades.

The clerical staff of an institution is an executive body of different grades and functions. This staff is usually headed by a chief clerk who is responsible to the Governor for the legal procedures and formalities concerning commitment pa-

pers, release of prisoners, cash and accounts, stores and produce, victualling and the general office work of the institution. The chief clerk is assisted by clerks of appropriate grades and functions to perform all these tasks, such as storekeepers and assistant storekeepers who are in charge of the storehouses, clerks who are responsible for receiving and keeping the inmates' civilian clothes and personal effects, for cash and accounts, for checking commitment papers and keeping the main registration book, for preparing and keeping records of particulars pertaining to individual problems. In small institutions one or two clerks in addition to the chief clerk perform all these functions.

6. Subordinate Staff

In addition to the various classes of subordinate personnel already mentioned above, such as foremen, workmen, craftsmen and wardresses, the subordinate staff also comprises male and female nurses and other employees such as attendants and servants.

Male nurses are employed in institutions for male prisoners. Persons with nursing experience are usually selected but this is not an essential requirement where the candidate has a fair knowledge of reading and writing and passes a medical examination. They are recruited by the Medical Department and appointed by the Director as auxiliary nurses. Auxiliary nurses are given a course of training at a large prison hospital and after passing an examination are ready for duty as qualified prison nurses. For women's institutions there is a staff of female nurses recruited by the Medical Department from among qualified midwives. They are appointed by the Director General after having passed a medical examination. Nurses are full-time civil servants of the subordinate class governed by the Civil Service Commission Rules.

The nursing staff of adult penal and correctional institutions is composed of 207 male nurses and 4 female nurses of all grades.

III. EVALUATION AND PROJECTS

The main conclusion which may be drawn from an examination of the existing penal and correctional system for adult

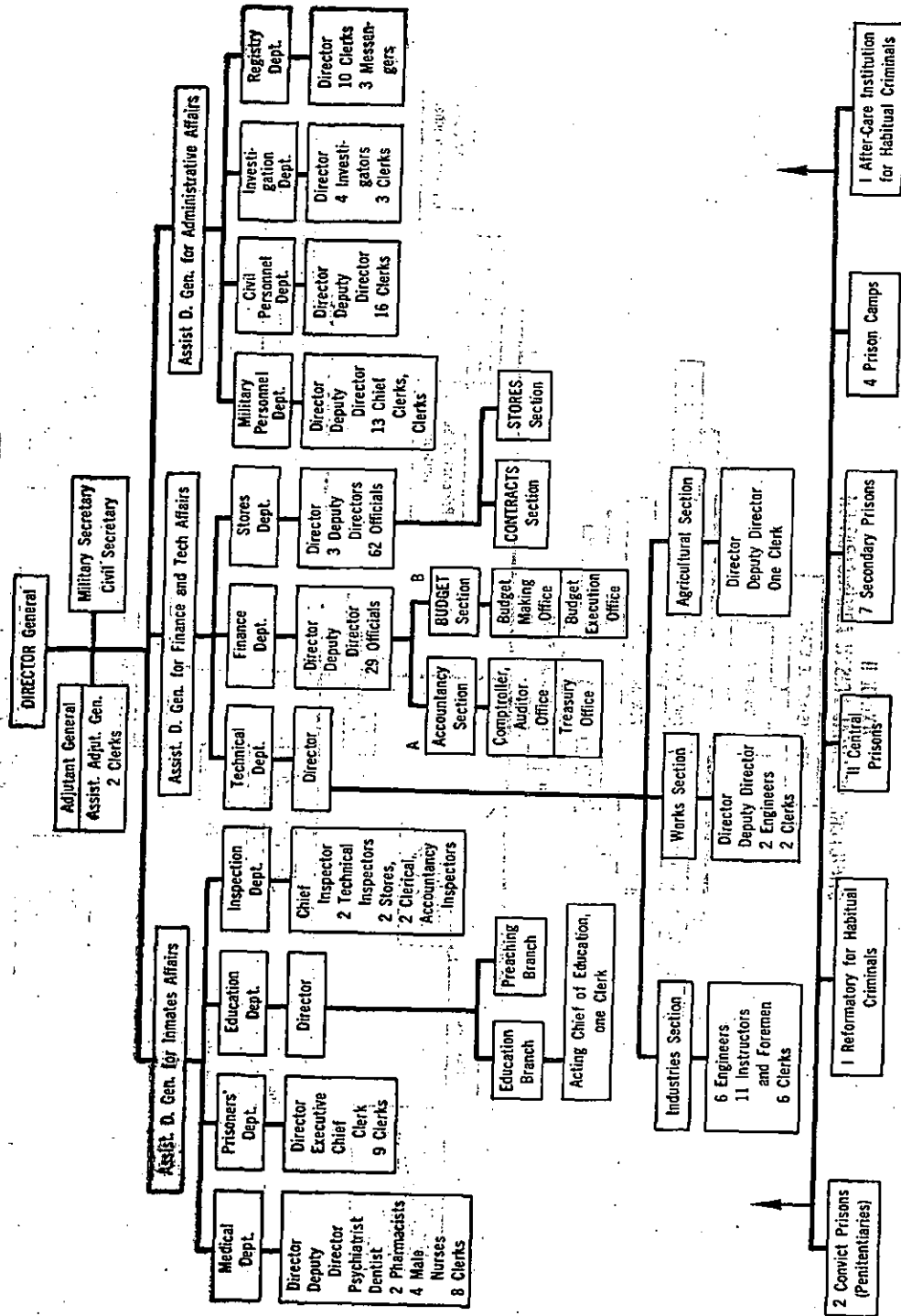
offenders in Egypt is that the Prison Administration is not at present organized as a career service. The Director General may be appointed from among the generals of the Armed Forces and senior and even junior officers are frequently recruited from outside the Administration. Moreover, the specialized and professional staff is inadequate and the Administration is organized on a military basis. This system may have been satisfactory so long as the institutions were merely places of safe custody but is far from adequate if they are conceived as rehabilitation centres in accordance with the development of correctional treatment methods. When comparing the qualifications, training, selection, recruitment, status and functions of the various types of personnel with those of modern correctional systems they fall far below the recognized standards, and the services the staff renders to prisoners are limited and ineffective in the light of modern ideas on the treatment of offenders.

As already mentioned above the administrative staff, consisting of junior and senior prison officers, have until the present received no professional training previous to appointment except that given in the Police or Military College, and only pass through basic practical in-service for a period of a month under the supervision of a senior officer before assuming full responsibility in their posts. There is, however, now a recommendation under consideration for the establishment of a centre for professional specialized training of prison personnel in the fields of criminology, penology, psychiatric aspects of delinquency, social psychology, correctional methods, social work, institutional case work, recreation, work and wage systems, modern legislation, probation, parole and after-care systems, design and construction of institutions and administration. Steps have already been taken to arrange for a special training course in the correctional field in the United States for 17 selected prison officers under the auspices of the Foreign Operations Administration. On their return a central prison training centre will be established to operate a professional training programme on a one year academic basis for newly appointed personnel and an in-service training programme for those who are already in the service.

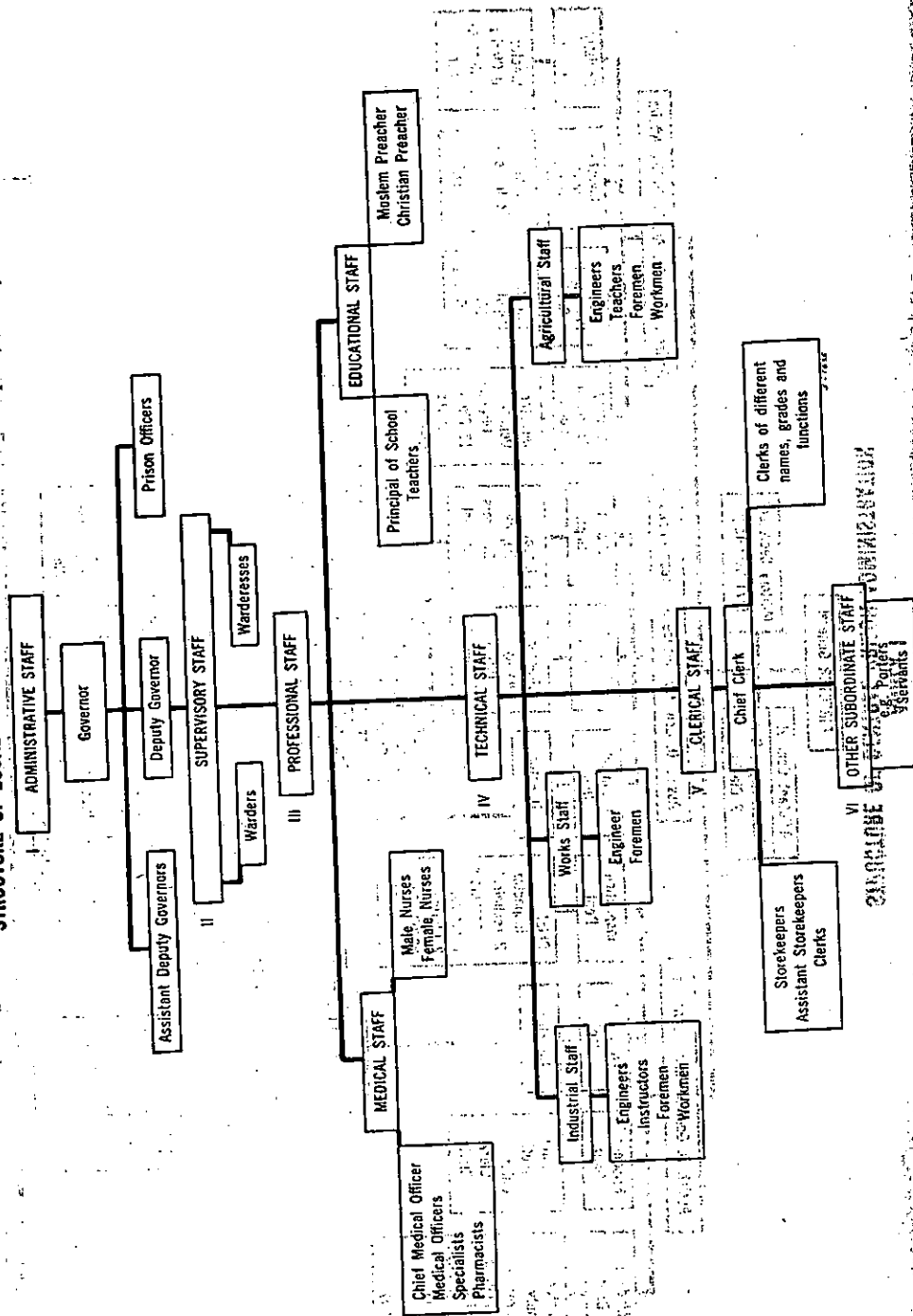
With respect to the supervisory staff, i.e., the warders and

other employees of subordinate grades such as nursing staff and foremen who form the bulk of the service and work closely and continuously with the prisoners, a recommendation with a view to improving the system of selection and training and the employment conditions of such staff is also under consideration. The main features of this recommendation are the following: candidates for the service should be carefully selected from among persons who hold primary school certificates and are physically and mentally fit for the work. They should be given a standard test designed to assess their ability and judgment in dealing with people and those who score the highest marks should be called in for an interview with a committee appointed by the Director General. The persons selected by the committee should be given a three months course at a training centre attached to one of the largest prisons comprising theoretical and practical instruction in the various aspects of their work and explanation of the rules and regulations governing the Prison Administration. Upon finishing the course and passing a written and oral examination candidates should be posted to prisons as probationers for further training for three months and for an additional probationary period of nine months before entering upon full duty. Members of this category should be civil servants with a retirement age of 55 years after 30 years of service. Refresher courses should be given in the form of in-service training and promotion to a higher grade should not be without an examination and should be based on merit. The present staff members of this category should be assessed according to this system and those found unfit should be dismissed gradually with reasonable compensation.

**ANNEX I
STRUCTURE OF CENTRAL PRISON ADMINISTRATION**



ANNEX II
STRUCTURE OF LOCAL-PRISON ADMINISTRATION



RESUME

Le système pénitentiaire égyptien comprend 31 établissements dirigés par l'Administration pénitentiaire, laquelle dépend à l'heure actuelle du Ministère de la Guerre et est organisée sur une base militaire. Ces établissements ont encore le caractère de lieux de détention plutôt que de centres pour la réadaptation sociale des détenus, mais un Conseil consultatif, institué récemment, a été chargé de tracer les plans d'une réorganisation de l'ensemble du système.

L'Administration centrale est dirigée par un directeur général, qui est assisté d'un adjudant-général. Les fonctions du directeur général sont déléguées à trois directeurs-généraux-adjoints, qui s'occupent respectivement: (1) des questions relatives aux prisonniers; (2) des questions financières et techniques; et (3) des questions administratives. Tous ces fonctionnaires ont un rang militaire.

L'Administration centrale comprend les subdivisions suivantes: le département médical; le département des prisonniers; le département de l'éducation et des services sociaux, dont seule la section de l'éducation s'occupe des délinquants adultes; le département de l'inspection; le département technique, qui groupe les trois sections des industries, des constructions et agricole; le département des finances; le département du personnel militaire; le département du personnel civil; le département de l'intendance; le département des enquêtes, et le département des archives. Le personnel de ces divers services est employé à temps complet et a le statut des fonctionnaires de l'Etat. Ceux qui ont un rang militaire ont un salaire et un statut analogues aux rangs comparables du service de police, tandis que les autres sont des fonctionnaires civils dont la situation correspond à des postes analogues dans d'autres branches des services de l'Etat.

Le personnel peut être groupé, du point de vue de ses fonctions, en trois catégories administrative, spécialisée et technique. En plus des fonctionnaires supérieurs, le personnel de l'Administration centrale comprend un certain nombre d'employés subalternes de diverses catégories. Certains de ceux-ci sont recrutés parmi le personnel de surveillance des établissements; la majorité d'entre eux sont des fonctionnaires de rang inférieur.

Le nombre, les catégories et les grades du personnel de chaque établissement varient selon la grandeur de l'établissement et les

This archiving project is a collaborative effort between United Nations Office on Drugs and Crime and American Society of Criminology, Division of International Criminology. Any comments or questions should be directed to Cindy J. Smith at CJSmithphd@comcast.net or Emil Wandzilak at emil.wandzilak@unodc.org.