

BY-LAWS
AND
RULES AND REGULATIONS
GOVERNING
THE MINNESOTA
HOSPITALS FOR INSANE.

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THE MINNESOTA
HOSPITALS FOR INSANE
AT
ST. PETER, ROCHESTER AND FERGUS FALLS,
(ADOPTED Nov. 8, 1893)
AND
STATUTORY PROVISIONS
RELATING TO SAID INSTITUTIONS.

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BY-LAWS

ADOPTED BY

THE BOARD OF TRUSTEES OF THE MINNESOTA HOSPITALS FOR THE INSANE.

I.

BOARD OF TRUSTEES.

1. As the general Laws of this State providing for the establishment, regulation and management of Insane Hospitals, vests their management and control in a Board of Trustees, who are made responsible for the faithful management of all their affairs, through officers hereinafter named, according to the By-Laws and Regulations adopted for their government, it is therefore expressly declared that all authority in regard to the government or property of the Hospitals not expressly delegated to others by the By-Laws, shall remain in the Board of Trustees. Powers of Board.

2. The annual meeting of the Board of Trustees shall be held at one of the Hospitals on the second Wednesday of August. Quarterly meetings shall be held on the first Wednesdays of February, May and November. Special meetings may be called by the President or upon the written application of two Trustees, in which case the Secretary shall forthwith give notice of the special meeting, and state as fully as practicable the business for which it is called. Meetings.

3. At their annual meeting in each year the Trustees shall elect one of their number President, and one Secretary, and shall elect a Treasurer for each Officers.

Hospital, who shall hold their offices for one year, or until their successors are chosen. All elections shall be by ballot, unless otherwise ordered. At said annual meeting, or such other time as the Trustees may determine, they shall designate for each Hospital a Trustee who shall be authorized to countersign the orders of the Steward, and with the Steward to certify the monthly expense lists of said Hospital.

President.

4. The President shall preside at all meetings of the Board, and perform all such executive duties as the Board may direct; provided, however, that the Board may, in the absence of the President, elect one of their number President *pro tem.*, who shall act during his absence and have the same power and authority as the President would have were he present.

Quorum.

5. A majority of the Board of Trustees shall constitute a quorum for the transaction of business, but a less number may organize and adjourn from time to time; and three shall constitute a quorum for the purpose of discharging a patient, and if in the opinion of the Superintendent any patient should be discharged before a meeting of the Board can be called, he may so discharge such patient upon a written order so to do, signed by three members of said Board.

Secretary.

6. The Secretary shall keep a full and true record of all proceedings of the Board, and sign all contracts and orders made by them, and such other papers as are required by law, and perform such other duties as may be prescribed by the Board. Immediately after each meeting of the Board, he shall forward to both Superintendent and Steward copies of all motions and resolutions passed by said Board relating to the financial affairs of the particular Hospital of which said Superintendent and Steward are officers; and all reso-

lutions and motions shall be sent to the Superintendent relating to his particular Hospital

7. Each Treasurer shall give bonds in such a sum Treasurers. as the Board of Trustees shall require, to be approved by said Board or such member or members as may be designated by the Board for that purpose, and subject to the approval of the public examiner. It shall be the duty of the said Treasurer to hold and safely keep all public funds belonging to the institution of which he is Treasurer, which may come into the treasury from any source, and to pay out the same only on written orders signed by the Steward and countersigned by a Trustee authorized by vote of the Board of Trustees to sign such orders. Each Treasurer shall at the annual meeting of the Board make a full and correct statement of the receipts and expenditures of the preceding year, and at any time the Board may require.

8. The order of business at regular meetings of Order of Business. the Board shall be:

1. The reading and approval of the minutes of the preceding meeting.

2. The reading and consideration of reports of committees.

3. Quarterly report of Superintendent of the Hospital where meeting is held.

4. Quarterly report of Steward of Hospital where meeting is held.

5. Quarterly report of Superintendent of Hospital designated by President of Board.

6. Quarterly report of Steward of last named Hospital.

7. Quarterly report of Superintendent of remaining Hospital.

8. Quarterly report of Steward of last named Hospital.

9. Miscellaneous business.

10. Appointment of Visiting Committee.

11. Executive session.

12. Consideration of recommendations contained in reports, in order of such reports, in executive session.

13. Adjournment.

II.

FINANCE COMMITTEE.

Finance
Committee.

1. At the annual meeting, the President of the Board shall appoint a standing committee on finance, consisting of two Trustees.

2. It shall be the duty of the Finance Committee to examine all accounts and reports touching the expenditure of money, and make quarterly reports to the Board of Trustees of all matters referred to them.

III.

AUDITING COMMITTEES.

Auditing
Committee.

1. At the annual meeting, the President of the Board shall appoint for each Hospital a standing auditing committee, consisting of one Trustee.

2. It shall be the duty of each Auditing Committee to audit the monthly expense lists of the Hospital for which it has been appointed.

IV.

BUILDING COMMITTEE.

Building
Committee.

1. At the annual meeting, the President of the Board shall appoint for each Hospital a standing committee on building, consisting of two Trustees and the Superintendent, whose duty it shall be to see that the

plans and orders of the Board of Trustees are fully carried out.

V.

VISITING COMMITTEE.

1. To maintain an effective inspection of the Hospitals, the President of the Board of Trustees shall at each quarterly meeting appoint for the ensuing quarter a Visiting Committee, consisting of two members, selected in such manner as to secure an equitable distribution of duty among all the Trustees, who shall visit each Hospital as often as once a month, at such times and in such manner as they deem advisable, and at the end of the quarter make a written report to the Board.

Visiting
Committee.

VI.

FINANCE.

1. All money appropriated by the Legislature to the several Hospitals for the Insane shall be drawn, used and accounted for only in accordance with the provisions of Chapter 269 of the General Laws of 1889, entitled, "An act to establish a uniform system of accounting for public funds, etc.," approved April 24, 1889.

Drawing and
accounting for
public funds.

2. At each regular meeting of the Board of Trustees all disputed bills or accounts shall be referred to the Finance Committee, who shall report in writing as soon as practicable.

Disputed bills.

3. Before making the biennial report of each Hospital, each bill paid during the two years shall be entered in its proper order of date in the financial record. Such entry shall be made to exhibit the name of the person to whom such payment is made, its date and total amount; and the several items in such account shall be placed under appropriate heads, so as to show,

Financial
Record.

in the summary of expenditures, the amount disbursed for each class of the expenditures of the institution.

VII.

RESIDENT OFFICERS.

Resident
Officers.

1. The resident officers of each Hospital shall consist of a Medical Superintendent, Assistant Medical Superintendent, Steward, and such Assistant Physicians as the Trustees may deem necessary, who may reside in the Hospital and devote themselves entirely to its interest, and be governed by and subject to all the laws and by-laws established for the government of said Hospitals.

Officers to
engage in no
other business.

2. The institution contracts for the *entire time* of all in its employ, and no resident officer shall engage in any business in addition to the duties of his office, or in the practice of medicine outside the Hospital for fee or compensation, except when they are called to consult with other physicians.

Trustees to fix
salaries and
remove
Officers.

3. The Trustees shall fix all salaries not otherwise determined by law, and may at their pleasure remove all officers, except Superintendent, who may be suspended by said Board of Trustees until he can have a hearing before said Board; and after such hearing he, the said Superintendent, may be removed from office by said Board of Trustees, which removal shall take effect from the time the same is approved by the Governor.

Officers to give
notice of
resignation.

4. No resident officer shall resign his or her office without first giving three months' notice, in writing, of such intent, to the Secretary of the Board of Trustees.

Salaries, when
paid.

5. The salaries of the resident officers shall be paid monthly.

VIII.

SUPERINTENDENTS.

1. The Superintendent of each Hospital shall be the chief executive officer of that institution. He shall employ and exercise entire official control over all employees, nurses and assistants in its service. He shall prescribe their several duties and see to their faithful performance. Under the direction of the Trustees, he shall institute such police regulations as the good order of the Hospital may require; and he shall be responsible to the Trustees for the care of all the buildings, grounds, stock, furniture and fixtures appertaining thereto. He shall have the entire supervision of the patients, in their medical, moral and physical treatment. He shall visit them in their wards as frequently as may be necessary to keep himself fully advised of their condition, and to note the progress of each case; and shall give such directions to the supervisors and nurses as may be essential to their proper treatment.

Superintendent -
Powers and
Duties.

2. At the annual meeting of the Board of Trustees in August of each year, each Superintendent shall make a full report of the condition of the Hospital under his charge and its transactions for the past year, with such observations, reflections and suggestions as he may deem important for the interest of the institution, or of interest to the public generally or the medical profession. And at each meeting of the Board he shall give such information as he may deem of importance.

Annual Report.

3. For good cause he may suspend any resident officer, but shall immediately give notice thereof to the Board of Trustees. He may at pleasure discharge any of the employees, nurses or assistants.

May suspend
Officers.

Inspection of
Fire
Apparatus.

4. It shall be the duty of each Superintendent to cause all hose, pumps and fire apparatus, belonging to the Hospital under his charge, to be thoroughly inspected at least once in two weeks.

Superintendent
to act as
Trustee of
funds of
inmates

5. The Superintendent of each Hospital is authorized to act as a Trustee of all moneys found on patients, placed in his hands, or sent to the Hospital for the personal use or benefit of patients. He shall keep accurate accounts of such funds on books provided for that purpose, and disburse them in accordance with the regulations established by law or prescribed by the Board of Trustees, taking proper vouchers for all such moneys paid out. He shall give bonds for the faithful performance of his duties and the due accounting for said funds, in such sum as may from time to time be prescribed by the Board of Trustees, and shall annually render to said Board a report of such trust funds remaining in his hands, a copy of which report shall be placed on the records of the proceedings of said Board.

Duties under
postal law.

6. The Superintendent of each Hospital shall perform all the duties required of Superintendents under the provisions of Chapter five of the General Laws of 1893, and shall post copies of portions of said act in accordance with the requirements of Section thirty-six thereof.

To appoint some
one to check
goods.

7. The Superintendent of each Hospital shall designate some person or persons to check off all goods and supplies, when received, by the invoices, to certify thereon the quantity and condition of the same, and to notify the Superintendent or Steward forthwith, in case the said goods or supplies do not appear to be of the kind or the quality purchased or bargained for. In case goods are received without an invoice, it

shall be the duty of such designated person to make a memorandum bill of such goods and certify thereon, as above required.

8. He shall give immediate notice to the next of kin of each patient under his charge, of the death, serious illness, or any special change in the condition of such patient, and answer promptly and fully all letters of inquiry received from the relatives of any patient in the Hospital under his charge, and perform all other duties required of Superintendents by the laws of this State.

To give notice
to next of kin.

IX.

ASSISTANT SUPERINTENDENT AND ASSISTANT PHYSICIANS.

1. The Board of Trustees may, whenever they deem it necessary, elect an Assistant Superintendent and Assistant Physicians, who shall hold their office during the pleasure of the Board of Trustees.

Assistant Super-
intendent and
Assistant Phy-
sicians—
Election of.

2. The Assistant Superintendent shall prepare and superintend the administering of medicines. He shall visit the wards frequently and carefully note the condition and progress of individual patients. He shall see that the directions of the Superintendent are faithfully executed, and shall promptly report any cases of neglect or abuse that may come under his cognizance. He shall assist in devising employment and recreation for the patients, and endeavor in every way to promote their comfort and recovery. He shall keep such record of the cases as the Superintendent may direct, and assist him in preparing statistics, conducting correspondence, and such other duties of his office as can be properly deputed. In the absence of the Superintendent, the Assistant Superintendent shall exercise

General Duties.

the duties of his office, unless the Trustees otherwise determine.

3. The Assistant Physicians shall perform such duties as may be prescribed by the Board or the Superintendent.

X

STEWARDS.

Steward to be
accounting
officer and pur-
chasing agent.

1. The Steward of each Hospital shall hold his office during the pleasure of the Board of Trustees. He shall be the accounting officer, and under the direction of the Superintendent the purchasing agent of the Hospital of which he is Steward.

To execute
bond.

2. He shall execute a bond with sufficient sureties, to be approved by the Board of Trustees, conditioned that he will faithfully discharge the duties of his office and pay over and account for all moneys that may come into his hands, belonging to the Hospital, which bonds shall be executed to the Board of Trustees and filed in the office of the Secretary of said Board.

3. He shall keep clear, methodical and exact accounts of all receipts and expenditures of money. He shall, when required, exhibit all his accounts and books and recent vouchers, and shall furnish an abstract of the same to the Board of Trustees quarterly or whenever requested to do so.

To keep account
and settle with
employees.

4. He shall keep the accounts of all employees, nurses and assistants of the Hospital, and settle with them monthly, but shall always retain one month's wages,

To keep account
of farm.

5. The Steward shall open an account with the farm, and at the close of each year furnish the Superintendent a written statement of the various products, and an accurate account of the expenses incurred in its management.

6. He shall procure the necessary account books for his department, which shall always remain in the Hospital and shall be at all times open to the inspection of the Superintendent, Trustees and the Public Examiner.

Accounts open
for inspection.

7. Under the direction of the Superintendent he shall attend to the business of the farm, stock, garden, grounds, fences and out-buildings, and see that they are always kept in good order, and shall be responsible for the safe keeping, distribution and economical use of all personal property and supplies on hand.

To look after
farm and
stock.

MISCELLANEOUS RECEIPTS: HOW TREATED.

8. It shall be the duty of every officer and employee of each Hospital to pay over to the Superintendent of the institution without delay any funds which may come into his hands belonging to any inmate of the institution, and to pay over to the Steward without delay any funds which may come into his hands belonging to the institution.

Miscellaneous
Receipts.

It shall be the duty of the Steward of each institution, at the close of each month or oftener, to pay over to the institution Treasurer all institution funds which may have come into his hands from sales of public property, or from other sources, and at the close of each fiscal quarter to draw an order on the institution Treasurer, in favor of the State Treasurer, for the amount of all such miscellaneous receipts, and at the same time to forward to the State Auditor a statement of the amount of same and the sources from which they have arisen.

PAY-ROLL AND BILLS TO BE IN DUPLICATE.

9. It shall be the duty of the Steward of each Hospital for Insane to prepare a duplicate monthly

Duplicate
Pay-Roll.

pay-roll or pay-rolls showing the services and kind of services rendered by each officer and employee of the institution, which pay-roll shall contain the receipt of said officers and employees for the orders issued to them in payment for their services. A copy of said pay-roll to be filed each month with the Secretary of the Board.

Services rendered or labor performed by persons other than officers and employees, shall be accounted for on proper vouchers made in duplicate.

Duplicate
Invoices.

Said Stewards shall require all persons selling goods or supplies to the institution to furnish with such goods, when delivered, bills or invoices in duplicate; and he may require persons who furnish goods at intervals during the month to furnish also a detailed statement in duplicate at the close of the month. The said bills or invoices shall, whenever practicable, be made upon the bill-heads or blanks used by such persons in their business; provided, that in cases where it is not convenient for the seller to furnish such bills or invoices, the Steward may make out such bills or invoices on blanks to be provided by the institution.

VOUCHERS : HOW RECEIPTED AND DISPOSED OF.

Vouchers—how
receipted, etc.

10. Each of the aforesaid original and duplicate bills shall be enclosed in an envelope or jacket, on one side of which shall be a classification of the items contained in the bill, and on the other side a receipt in the following form:

“Received on the.....day of.....18..
from the Steward of the.....Hospital for Insane,
an order on the Treasurer of said Hospital for the sum
of.....dollars, in payment of the
within account”;

and pay-rolls and vouchers for services rendered, or labor performed, shall be enclosed in similar envelopes or jackets. One of the said duplicate pay-rolls or bills, with the accompanying receipts, shall be retained by said Steward in the files of the institution; the other shall be sent to the Auditor of State within thirty days after the issuance of an order on the institution Treasurer for the payment of the same.

MONTHLY EXPENSE LISTS.

11. It shall be the duty of the Steward of each Hospital, at the close of each month, to make or cause to be made an expense list for expenses incurred during the month, under appropriations for current expenses; and a separate expense list for expenses incurred under appropriations for other purposes, showing the name of each person rendering service or furnishing supplies, the nature of the services rendered, and at what rate, the quantity, kind, price and costs of supplies furnished, and the amount to which each person is entitled by law; provided, that the Auditor of State may in his discretion allow items of the same class, amounting to less than one dollar each, except food items, to be consolidated on the expense lists as "sundries." Said expense lists shall be audited by the Auditing Committee of the Hospital, and certified by the Steward and a Trustee to be designated by the said Board, and shall be forwarded to the Auditor of State by the Steward not later than the eleventh day of the succeeding month.

Monthly
Expense List.

12. The Steward of each Hospital shall, under the direction of the Superintendent, take or cause to be taken an annual classified inventory of all property of the State belonging to the Hospital of which he is

Annual
Inventory.

Steward, on the last day of each fiscal year. In such inventories, lands and buildings shall be listed at their actual cost to the State, as nearly as known, deducting losses by fire; movable property to be listed at its actual estimated value when the inventory is taken. He shall file a copy of said inventory with the Secretary of the Board of Trustees, who shall cause an abstract of the same to be published in the biennial report of said Board.

Stewards to
employ
supervisors,
nurses, etc.

13. The Steward of each Hospital shall, under the direction of the Superintendent, employ supervisors, watchmen, nurses, housekeepers, seamstresses, laundresses, cooks, and such other employees as may be necessary for the proper management of the Hospital. He shall assist in maintaining the police of the establishment, and perform all other services required of him by the Superintendent, and at all times use his best efforts to promote the comfort and welfare of the patients.

By-Laws; how
amended or
repealed.

14. These By-Laws may be amended or repealed at any regular meeting of the Board by a vote of a majority of the Trustees, previous notice of such amendment or repeal having been given at a prior regular meeting.

Adopted Nov. 8, 1893.

J. W. MASON,
Pres. Board of Trustees.

T. H. TITUS,
Sec'y Board of Trustees.

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RULES AND REGULATIONS

ADOPTED BY

THE BOARD OF TRUSTEES OF THE MINNESOTA
HOSPITALS FOR THE INSANE.

All employees are expected to perform with cheerfulness and to the best of their ability all duties which may be assigned them, and at all times and in all places do what they can to promote the comfort and happiness of the patients and the prosperity of the Hospitals.

It is distinctly understood that the Hospitals contract for their whole time, and that they are not to leave the premises or their assigned duties, nor to engage in work of their own, without express permission from the Superintendent.

They must expect an unceasing observation of the manner of performing their respective duties, and kindly receive and promptly heed every suggestion in regard to deficiencies or improvements.

They are expected to fulfill their engagements scrupulously as to time of service; and no one shall discontinue services without giving one month's notice to the Superintendent.

Whenever the Hospital wishes to dispense with the services of anyone, the same notice will be given, except in the case of persons discharged for violation of rules or for improper conduct.

The right is also reserved to the Superintendent at any time to dispense with the services of anyone, assigning the reason therefor.

No person entrusted with a key shall ever relinquish possession of it for a moment, nor allow any person, except a patient, to enter the halls without permission from the Superintendent or an officer.

ENGINEERS.

The care and oversight of the engines, boilers, machinery, pumping apparatus, warming and ventilation, tanks, sewers, steam cooking apparatus, laundry apparatus, water, steam, gas distribution, lighting, and dumb-waiters, is committed to the Engineer.

He is instructed to prohibit visits to the engine and boiler rooms; and patients, nurses and visitors will not be allowed to enter, except by special permission, or when accompanied by an officer.

He is made responsible for the proper conduct, punctuality and fidelity of those associated with him as assistants.

He is expected to devote his whole time to the Hospital and to regulate his hours according to the necessities of the case.

He shall blow the whistle for rising and meals at such times as ordered by the Superintendent.

He shall at least once in two weeks thoroughly inspect the hose, pumps and fire apparatus of the Hospital of which he is engineer, and report to the Superintendent.

SUPERVISORS.

The Supervisors shall spend their whole time, not appropriated to other duties, in the immediate oversight of their respective wings.

They shall rise at the blowing of the first whistle in the morning, and shall visit the wards assigned to them.

They shall see that all rules in regard to morning duties are faithfully executed, that the sick are receiving proper attention, and that the meals are properly served.

They shall see that the beds are aired before being made.

They shall visit each hall during the hour for meals, and see that the dining-room attendants observe the rules carefully and are properly instructed in their work.

They shall see that the tables are neatly arranged and that the food is carefully and economically used.

They shall observe the temperature and ventilation of the halls, and if it is not such as is required, they will immediately give notice at the office.

They shall also visit the halls when the patients retire at night.

They shall particularly attend to the maintenance of personal cleanliness among the patients, and to the neatness and good order of their apartments, clothes and bedding; and shall see that such of their clothing and bedding as may need cleaning and repairing are collected every morning and respectively sent to the laundry or sewing room.

They shall be present at the admission and discharge of their respective class of patients; take charge of their clothing and other effects, especially everything valuable, or that may be dangerous, about their persons; entering in a book kept for the purpose a list of the articles brought to the Hospital by or for them, see that they are marked and preserved, cleansed, repaired and dis-

tributed as required; and that all clothing and effects belonging to patients are restored to them at the time of their discharge.

They shall give particular attention to the sick, and shall see that they are properly cared for and kindly treated by the nurses; they shall administer the medicines prescribed for them, when requested so to do by the Superintendent, Assistant Superintendent, or Assistant Physician; and they shall have charge of the preparation of the dead for burial.

They shall endeavor to encourage the nurses in their efforts to attain a higher tone of duty in their relations with the patients and each other, and to cultivate in their dress, manners and personal habits a feeling of self-respect and politeness. They shall communicate freely with the Superintendent as to the fitness of nurses for special duties; they shall promptly report any unfaithfulness which they may observe, or any deficiencies in the food sent to his or her wing, or any defect in the washing. And in general they shall be responsible for the proper deportment of nurses, to whom they shall be a guide and example.

The Supervisors, in passing through the hall, shall receive requests from the nurses for leave of absence and enter them on permission cards, and take them to the Superintendent's office at such times as he may designate, for his approval; and in the absence of the Superintendent they may be approved by the physician in charge.

It shall be their special duty to see that patients are kindly treated. They shall promptly report to the medical officers all neglect and abuse of patients, and all improper conduct or unfaithfulness in the performance of duties on the part of nurses. They shall give

instruction and assistance to new nurses, and shall seek in every way to increase the efficiency of the service.

They shall visit the clothes rooms and closets several times a week, and see that they are neatly arranged, that clothes and blankets are aired frequently and protected from moths, and that all clothing is properly marked.

NURSES.

The duties devolving upon Nurses are arduous and responsible, and all persons accepting situations are expected to perform their required work zealously and promptly.

In their association with patients they are expected to bear in mind constantly the delicate character of their duties, and to allow nothing in their manner or bearing to suggest the idea of authority or dictation.

They are to treat the patients, everyone having business at the Hospital, and each other, with respect and courtesy.

They are not to work for themselves while on duty.

They are not to employ or permit patients to work for them under any circumstances, with or without compensation.

They must not buy of or sell to patients anything whatever, or receive gratuities or presents from patients or their friends.

They are not to visit other halls, except on necessary errands, during the hours of duty.

They are never to leave their hall unattended, or without a substitute.

They must never retire to their rooms for reading, writing, sewing or napping during duty hours.

They must never take friends or others into their wards without permission.

They must endeavor to inspire patients with respect and confidence in the officers, and convince them of the true character of the institution, and its leading object.

When abroad, they are to avoid reporting the conduct, conversation or manner of patients.

Nurses must expect that the complaints of patients will be carefully heard and inquired into, and their testimony relative to any occurrence taken for what it is worth.

In many cases patients who have recovered are quite competent to give a correct account of what occurred during their disturbed condition, and of the treatment they received from those about them.

It is hoped that in all cases patients will leave the Hospital with pleasant recollections of their stay in it and with respect for those under whose immediate charge they were.

As the Nurses have the immediate and constant supervision of patients, and are so largely responsible for their welfare and comfort, a few general facts and principles should be constantly kept in mind:

1st. Insanity is a disease dependent on a derangement of a bodily organ, the brain and the nervous system.

2d. There is a full appreciation of all acts of kindness or cruelty, and a general recollection of them after restoration and in after life.

3d. There is usually a partial loss of the sense of moral obligation, ability to distinguish between right and wrong, and hence they are held irresponsible for words or actions.

4th. There is usually a morbid or exalted sensitiveness in relation to what is due to them in attention

and general deportment, and hence they are irritable and excitable, often taking offense at imagined neglect or improprieties of treatment.

5th. The frequent recurrence of excitement aggravates and perpetuates the disease, and hence should be avoided if possible.

6th. Delusions should never be alluded to by Nurses, for the more the mind dwells upon hallucinations or delusions, the more permanently are they fixed; and the more they are driven from the mind by occupation with other thoughts and ideas, the sooner do they disappear altogether.

These few principles are the basis of the following Rules and Regulations for Nurses.

Deportment to Patients.—In all their intercourse with the patients they must treat them with respect and civility, address them in a mild and gentle tone of voice, avoid all violence and rudeness or undue familiarity, nicknames or disrespectful terms. All civil questions must be promptly answered, and all reasonable requests promptly attended to. They must never speak to patients of their delusions, nor to others in their hearing; never allow them to be laughed at or ridiculed or harshly spoken to on account of their delusions or peculiarities.

Deception is never to be used, no promises made that cannot be fulfilled.

They should never manifest fear of a patient, never show anger under any provocation, never scold, threaten or dictate authoritatively. When firmness and decision are required, it should be with mildness and kindness. Force will seldom be necessary; but when it is, let it be exercised with tact and kindness, and accompanied with cheerful and explanatory words and a

sympathizing manner. *Under no circumstances will a kick, a blow, or similar violence be excused.*

Deportment Generally.—Nurses are required to be neat and cleanly in their dress, courteous and respectful to the officers, to one another, and to all others; never to wear their hats within doors, or to go in their shirt-sleeves; never to use profane or vulgar language; never to lounge upon the tables or other furniture or upon the floor; never to be noisy or boisterous; to be always cheerful, but without unbecoming levity, and to be respectively manly and womanly in all things.

The peculiarities of patients must never be made the subject of sport or ridicule, but rather withheld from publicity.

Of Rising, etc.—They must rise punctually at the blowing of the morning whistle and take charge of their hall, open the bedroom doors of the patients, give them a cheerful greeting, see that they are properly washed, dressed and combed, their clothing and shoes all brushed and in good order. Immediately upon rising, all beds are to be opened and aired, soiled bedding removed; and when sufficiently aired they are to be made up, the bedrooms and halls swept, and everything put into the best order, and thus maintained during the day.

Of Meals.—They are to see that all patients are prepared for breakfast at the prescribed hour, and duly ready for all other meals; all patients to partake at the table except when sick, confined to their rooms, or when it is otherwise directed. The food is to be promptly served by the Nurses whilst warm and in good order, not only to those at the table, but to those in their rooms.

Those unable to come to the table are to be served

first. At table, the preferences of patients, their likes and dislikes and peculiarities as to taste and desire, are as far as possible to be attended to. Knives and forks must be counted after each meal, and if any are missing prompt measures are to be taken for their recovery. Patients must not be hurried at their meals.

Immediately after each meal the dining-room must be put in complete order for the next.

Of Cleanliness.—Every part of the halls, rooms and verandas must be kept scrupulously neat and clean. All the floors must be scrubbed weekly, and oftener when necessary, and must be swept as often as required to keep them clean. Water-closets are to be frequently inspected and kept clean. When unpleasant odors are observed, the cause must be removed instantly, and the continuance thereof is evidence of neglect of duty. Clean sheets and pillow-cases are to be put on each bed at least once a week, and oftener if required by being soiled. All Nurses while on duty are required to dress in uniform to be prescribed by the Superintendent.

Of Medicines.—The Nurses must give medicines when so instructed by the Physicians. Patients are never to be forced to take medicines, food or baths, when persisting in refusal, except when directed in each case; but such refusal must be immediately reported to the Supervisor, and by him to the officers. Medicines ordered before meals are to be given fifteen minutes before the hour. Any striking or unexpected effect of medicines must be promptly reported. New cases of sickness must be reported immediately.

Of Bathing.—All patients must be bathed in tepid water once a week, unless otherwise ordered, and oftener when required for personal cleanliness. Cold

baths and hip baths are to be used only under special directions.

Of Clothing.—The Nurses must see that the patients change their clothes regularly; and reasonable requests as to changing oftener and as to particular articles of dress are to be gratified.

They must be kept tidy and neat, shoes tied, stockings gartered, clothing buttoned, hooked, pinned, tied or otherwise fastened on all patients at all hours. They must be constantly kept from careless or slovenly habits. This is important in maintaining self-respect.

When patients wet or soil their clothes, they are to be changed immediately and as often as necessary to keep them dry and comfortable, if it be hourly. The clothing of new patients must be inspected immediately, marked, and the list recorded by the Supervisor. Supplies for the wards and clothing for the patients are granted on monthly requisitions.

Of Walking.—Whenever the weather is favorable, after the work is done and when the Physicians have made their morning visitation, it shall be the duty of the Nurses to take all patients who are not too feeble or sick, out for walks about the grounds and groves or to the play-ground for exercise. Care must be taken to prevent escape of patients when out walking, as the Nurses will be held responsible. Paroles can only be granted by the Superintendent and shall only extend to the Hospital grounds, except by special permission, and no employee shall take any patient off the grounds except by permit.

Out-Door Work.—For the benefit of patients they will be permitted and encouraged to engage in out-door work under the care of Nurses or other subordinates. None will be taken from the halls for this

purpose except by the directions of the Physicians.

They must not be permitted to overwork themselves nor be made to work against their wills, nor be asked to do that which they may feel to be degrading. The Nurses must work with the patients and be careful not to appear to be ordering or superintending, but must direct by example, assistance, etc. Any disposition to escape must be at once reported to the officers. The person into whose charge patients are delivered is responsible for their safe return to the halls.

Amusements and Diversion.—The various means of recreation provided for the use of patients are to be made available to the fullest extent to those who need them. Those who are feeble and melancholy, or dull and inactive, should be especially encouraged to engage in them.

On the other hand, those able-bodied patients who have been used to labor but are inclined towards indolence, and who can, to better advantage for themselves, employ their time usefully, should not be encouraged to waste it in this way. For such the various forms of amusement should come in as variety and relaxation from some more serious employment.

Nurses are to mention the various entertainments to patients, and invite them to go.

Nurses must remember that all means of recreation are provided *for the patients*, and that the patients have first claim in all matters of this kind. At the various social gatherings, dances and the like, patients must first be provided for before Nurses seek their own amusement.

In attending all entertainments outside the ward, patients must invariably be in charge of some Nurse in

going and returning, and while there, and such person is responsible for them.

They shall take patients who desire it to the library on library days, to select books for their own reading, and take books to others who are interested in that way and wish selections made for them, and in all ways endeavor to keep the thoughts of patients from themselves and their troubles.

Restraint.—The use of restraining apparatus is productive of so much evil that none will be permitted except by express permission from the Superintendent, Assistant Superintendent or Assistant Physicians. Whenever a patient becomes boisterous or noisy on the ward he can be temporarily secluded in his room until excitement has abated. In cases of great violence, or where the patient is dangerous, some form of restraint can be applied by the Nurses, but the case must be immediately reported to the medical officers. Force should always be applied in a mild and gentle manner and accompanied by explanatory words, when necessary.

Retiring.—Patients should be discouraged from retiring at night until the hour for locking up, which shall be fixed by the Superintendent, from time to time, according to the season of the year. At the hour fixed for retiring the Nurses must see that the patients undress, leave their clothing in the hall and retire, lock their doors, and extinguish the lights in all parts occupied by patients and then retire to their own rooms, where they may keep a light up to a time fixed for their retiring.

Suicides.—Patients known to be suicidal must be kept in every way under the closest surveillance, yet must be cheered and enlivened and diverted in every

way possible, and the subject never alluded to. Knives, razors, sharp-pointed scissors or other instruments should be carefully kept out of their reach. The modes of attempting suicide are so various that the Nurses must be constantly on the alert.

WATCHMEN.

The Watchmen will commence their evening duties at such times as the Superintendent shall designate; at which time they will visit the office to receive instructions for the night.

While on duty they will be constantly awake, faithful, vigilant; will visit every part of the male apartments at least every hour during the night, making as little noise as possible, never conversing in a loud tone with anyone, and opening and shutting all doors as quietly as they can.

They must be kind, gentle and soothing in their manner to the patients, and take every means in their power to tranquilize those who are excited and to allay fears and apprehensions of the timid.

They will pay particular attention to those who are suicidal.

They will see that the patients are promptly supplied with water when it is called for, and will attend to all their reasonable wants.

They will notice any particular noise in the patients' rooms, endeavor to ascertain the cause, and if necessary call the Nurses.

They will be particularly attentive to those who are sick, and see that their medicine is given as directed by the Physician.

They will enter, in a book provided for that purpose, anything particular occurring during the night,

the condition of the sick, of the suicidal, and of those recently admitted, and will also report any irregularities, neglect of duty or violation of the rules, which may come under their notice. They will be particularly watchful against fires.

WATCHWOMEN

The Watchwomen will have charge of the female apartments during the night, and will be guided by the same rules as those laid down for the watchmen.

ALARM OF FIRE.

If a fire breaks out, the person discovering it shall at once notify the hall attendants, who shall take immediate means to suppress it.

Word must immediately be sent to the medical officers; or, if the fire occurs at night, the bell upon the door of the Superintendent's office must be rung and a notification sent to the Assistant Physicians. The same messenger will also take word to the boiler-house.

FARMER.

The special care of the farm, garden, orchard, barns, fences, farm teams and utensils, stock, including hogs, cows and poultry, is assigned to the Farmer.

He shall see that the tools, harnesses, etc., are kept in good repair, and that nothing is lost.

He shall also keep an accurate account of the time and service of those who work under his direction, and report monthly in detail the object to which all labor has been applied.

He is required to devote his whole time to the service of the Hospital.

No Hospital property of any kind shall be taken

from the farm or be used for private purposes, except by special arrangement with the Superintendent in each case.

If additional farm labor is required, the Farmer shall report to the Superintendent for authority to employ the same.

KITCHEN, LAUNDRY, AND BAKERY.

Each kitchen, laundry and bakery shall have an overseer or chief who shall be responsible for the safe keeping, economical use and distribution of all supplies furnished his department.

No Nurse, assistant, patient or visitor must be allowed to enter the kitchen, shops, engine-room, laundry or ironing-rooms without special permission or without being in charge of an usher.

Persons employed in the kitchen, laundry or ironing-rooms must not visit the halls, unless by special permission in each case.

No meals are to be furnished to strangers in the kitchen or halls, and no extra or unusual articles of food cooked or furnished without an order.

All violations of rules or instances of bad conduct on the part of those employed in their departments are to be reported to the Superintendent immediately.

MISCELLANEOUS RULES.

The morning whistle shall be blown or the bell rung at such times as the Superintendent shall direct, at which time all employees of the Hospital shall rise.

The Hospital shall be closed at 10 o'clock every night, and no employee shall be out after that hour

without special permission, and all lights in Nurses' rooms shall be out at 10:30 p. m.

Sunday shall be strictly observed as a day of rest and quiet at the Hospitals. No visitors or friends of patients or Nurses can be admitted, except in case of illness or other emergency, or by special permission.

All letters or other writing, parcels or packages to or from the patients, must be delivered to the Superintendent without previous examination.

All damage done by patients to clothing, furniture, glass or anything of value, must be noted on the breakage list kept for that purpose by the Nurses and exhibited whenever required.

No conversation shall be held with patients through the windows by any person whatever.

No male person whatever, except officers, shall visit or enter the apartments for females, whether in the halls or any other apartments, except by special permission.

Supervisors, Nurses and Cooks may be allowed for their own use two evenings a week, to be designated by the Superintendent; one Sunday out of every three, and one-half day each two weeks; and the Superintendent may grant leave of absence to employee, for meritorious service, not exceeding one week in a year, without loss of time. Accumulation of time under this rule is hereby forbidden. The Superintendent may grant leave of absence to Nurses for a period not exceeding two weeks in one year.

VISITORS.

Believing it to be for the best interest of the Hospitals, and the work they are intended to do, to afford

an opportunity for the public to examine them and obtain correct and intelligent views of their policy and general management, therefore the Hospitals will be open to visitors, under proper restrictions, daily except Sunday, between the hours of 2 and 4 o'clock p. m. The admission of visitors to the halls will in every case be at the discretion of the Medical Superintendent, and care must be taken that visiting be not allowed to such extent as to prove injurious to patients.

Visits of friends to persons employed in the Hospital must be made in the parlor and be brief in duration.

THE RULES AND REGULATIONS.

Copies of these Rules and Regulations will be furnished to all employees connected with the Hospitals; and they are expected to familiarize themselves with the contents thereof so far as they apply to themselves; and they will deliver up the same, with their keys, on leaving said employment.

Adopted Nov. 8, 1893.

J. W. MASON,

Pres. Board of Trustees.

T. H. TITUS,

Sec'y Board of Trustees.



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GENERAL LAWS OF 1893

RELATING TO

MINNESOTA HOSPITALS FOR THE INSANE.

CHAPTER 5.

AN ACT to confirm the location and establishment of the Minnesota Hospitals for the Insane, to provide for commitment thereto, the management and supervision thereof, and the licensing and supervision of all other Hospitals for the Insane.

Hospitals for
Insane.

Be it enacted by the Legislature of the State of Minnesota:

Present
Locations.

Section 1. The location and establishment of the three present Hospitals for the Insane, at St. Peter, Rochester and Fergus Falls, and all conveyances and transfers of land, buildings, property and funds heretofore made to, or for either of said Hospitals, is hereby ratified, confirmed, and continued in force under a Board of Trustees consisting of five members, of whom at least two shall not be of the same political party as the Governor, to be appointed as hereinafter provided, and the Superintendent and corps of Physicians at the Fergus Falls Hospital shall continue to be of the school of homeopathy.

Sec. 2. The Hospital at St. Peter shall be known and designated as the St. Peter State Hospital, the Hospital at Rochester shall be known and designated as the Rochester State Hospital; and the Hospital at Fergus Falls shall be known and designated as the Fergus Falls State Hospital.

Designated
names.

Sec. 3. These Hospitals shall be under the charge and supervision of five Trustees, three of whom shall constitute a quorum for the transaction of business; such Trustees shall be appointed by the Governor, by and with the ad-

Board of
Trustees.

vice and consent of the senate, as follows: Two for the term of one year; two for the term of two years and one for the term of three years, and at the expiration of their respective terms of office their successors shall be appointed by the Governor, by and with the advice and consent of the senate, for the full term of three years. Vacancies occurring at any time shall be filled by the governor for the unexpired term. The Governor may remove any or all of such Trustees for good cause shown.

Appropriations.

Sec. 4. All appropriations made in any act which have heretofore, or shall hereafter be passed for the benefit, care or treatment of the insane of this State, for the purchase of land, or for the erection, purchase or lease of any buildings for their accommodation, shall be placed under the charge of the Board of Trustees, and shall be drawn from the State treasury by the Treasurer of the Hospital in accordance with the provisions of chapter 269, general laws of 1889.

Duties of
Trustees.

Sec. 5. The Trustees, before entering upon the duties of their office, shall take and subscribe an oath or affirmation to support the constitution of the United States and that of this State, and to faithfully discharge the duties required of them by law. They shall be paid their necessary expenses during the time they are actually engaged in the discharge of their official duties, out of any money appropriated for the support of the insane. They shall hold an annual meeting on the second Wednesday in August of each year, at one of the State Hospitals, and such other regular or special meetings as they shall provide in their by-laws. At the annual meeting they shall choose one of their number President and another Secretary, and shall elect a Treasurer for each Hospital, who shall hold their offices for one year and until their successors are elected and qualified. No member of the Board of Trustees or any other officer or employee of said Hospitals or either of them, shall be interested directly or indirectly in any contract, purchase or sale, for or on account of said Hospitals or either of them, with which he is connected, and any such Trus-

tee or other officer or employee offending against the provisions of this section in relation to such contracts, purchases or sales, shall be deemed guilty of a misdemeanor, and upon conviction thereof, in addition to the other penalties prescribed by law, shall be thereafter disqualified from holding any office or position in or connected with any State Hospital mentioned herein.

Sec. 6. The said Trustees shall have the general control of these Hospitals, and such others as hereafter may be placed under their charge. They shall have power to make all by-laws necessary for the government of the same, not inconsistent with the constitution and laws of the state of Minnesota, and to conduct the affairs of these institutions in accordance with the laws and by-laws regulating the same. They shall appoint for each Hospital a Medical Superintendent, and an Assistant Medical Superintendent, who shall be well educated and regular Physicians; a Steward or accounting officer; such Assistant Physicians as in their judgment are necessary, and such other officers as they may deem necessary for the welfare of the Hospitals. All officers so appointed by the Board of Trustees shall be governed by, and subject to, all the laws and by-laws established for the government of the Hospitals.

Further duties
of Trustees

The Board of Trustees shall fix all salaries not otherwise determined by law, and may, at their pleasure, remove all officers appointed by them, save and except the Superintendent, who shall only be removed for good cause shown, and then only with the approval of the Governor.

Sec. 7. The Board of Trustees may take and hold in trust for any one of the Hospitals, any lands conveyed or devised, and any money or other personal property given or bequeathed, to be applied in any way for the benefit of any Hospital or the welfare of the inmates thereof.

Property in
Trust.

Sec. 8. The Trustees shall report to the Governor after their annual meeting in August of each alternate year, and before the meeting of the Legislature, and as much oftener

Biennial Report
for Legislature

as the Governor may require, or they may deem necessary, the condition and wants of the Hospitals under their charge. The biennial reports shall be accompanied by the reports of the Superintendents, Stewards and Treasurers. They shall account for the disbursements of the biennial period just ended, and submit an estimate of the current expenses of the Hospitals for the ensuing biennial period, and an estimate of the appropriations needed for building, repairing and other purposes.

Distribution of
Patients by
Counties.

Sec. 9. The Board of Trustees are authorized to district the State between the several State Hospitals, determining from what counties patients shall be committed to each, and to change the same from time to time as they may deem advisable; but they shall keep the Probate Judge of each county advised as to the Hospital to which patients are to be sent from his county. They shall furnish to all Probate Judges in the State any new by-laws adopted by them, and shall notify such judges of the time when any institution or department will be open for the reception of patients. They shall report to the Board of Fuel Commissioners on or before the 19th day of June in each year an estimate of the amount of coal necessary for each institution under their charge for the fiscal year next ensuing, as provided in chapter 118, general laws of 1883.

Annual
Inventory of
Property.

Sec. 10. The Board of Trustees shall cause an annual inventory to be taken of all property of the State belonging to the institutions under their charge on the last day of each fiscal year.

In such inventories, lands and buildings shall be listed at their actual cost to the State, as nearly as known. Movable property shall be listed at its actual estimated value when the inventory is taken. Said inventories shall be kept on file with the records of such Trustees, and an abstract of the same published in their biennial reports. They shall see that the buildings under their charge are insured in accordance with the provisions of the law relating to such institutions.

Sec. 11. The said Board of Trustees, before letting any contract for the erection of any new building, or the enlarging or improving of any building, where the expense of the building or improvement shall exceed two thousand dollars, shall advertise for proposals for four consecutive weeks prior to said letting, in a newspaper published at the place where said building is to be erected or improved, and also for the same length of time in some newspaper having a general circulation, published at the capital of the State, stating the time and place when said proposals will be received and opened, and said contract so advertised for shall be let to the lowest responsible bidder.

Contracts,
advertising
and letting.

Sec. 12. The Superintendent of each State Hospital shall, before entering upon the duties of his office, take and subscribe an oath or affirmation to support the constitution of the United States and of the State, and to faithfully and diligently discharge the duties required of him by law and the by-laws regulating the institution. He shall have the control and management of the Hospital, and may employ and discharge all Nurses, servants and employees at his pleasure, and may, at his pleasure, suspend any subordinate officer until an examination is had before the Board of Trustees, and immediately upon such suspension he shall report the fact to said Board. He shall have the care and custody of any funds of inmates which may come into his hands, as provided in section four, chapter two hundred and sixty-nine, General Laws of eighteen hundred and eighty-nine. He shall report to the Board of Trustees from time to time, as shall be provided in the by-laws.

Superintend-
ents of
Hospitals.

Sec. 13. The Superintendent of each State Hospital shall give immediate notice to the next of kin of each patient under his charge of the death, serious illness or any special change in the condition of such patient, and answer promptly and fully all letters of inquiry received from the relatives of any patient in said Hospital. He shall forthwith after the decease of any person dying in said Hospital furnish for registration to the proper Clerk or

Notice of
death of
patients.

Health Officer, and to the Judge of Probate of the county from which he was committed, a certificate of the duration of the last illness, the name of the deceased, his age, the disease of which he died and the date of his death. The expense of all coroner's inquests held at the various State Hospitals upon the bodies of inmates dying therein or while under commitment thereto, shall be paid from the current expense fund of such Hospitals.

Accounting
Officer and
Treasurer.

Sec. 14. The Accounting Officer and Treasurer of each State Hospital shall report to the Board of Trustees from time to time, as shall be provided for in the by-laws. They shall, in the performance of their official duties, follow the system of accounting provided for such officials in chapter two hundred and sixty-nine, General Laws of eighteen hundred and eighty-nine.

Admission to
Hospitals.

Sec. 15. Every insane person who is a legal resident of this State, and who is recommended for commitment under the provisions of section seventeen of this act, may be admitted to one of the State Hospitals for the insane and maintained at the public expense, free of charge to his or her relatives or friends, and upon equal terms with every other insane person. Every person adjudged to be insane under the provisions of this act, who is not an actual legal resident of this State, shall, by order of the Probate Court, duly made and entered, be taken by the Sheriff of the county where such person is adjudged insane to the State where such person has a legal residence and delivered either to the friends or relatives of such person, or to the Sheriff of the county where such person has a legal residence.

"Insane"
defined.

Sec. 16. The term "insane" as used in this act includes every species of insanity, but does not include idiocy or imbecility.

Restraint of
liberty.

Sec. 17. No person shall be deprived of his liberty in this State by being committed to custody as insane, unless his insanity be established in manner and form as prescribed in this act, and his commitment to custody be

recommended either because (1) he has perpetrated acts dangerous to himself or to others, or to property; or (2) it is reasonably certain, by his threats or otherwise, that he has dangerous tendencies or uncontrollable propensities towards crime; or (3) he wanders about and is exposed to want of food or shelter, or to accidents; or (4) he is ill-treated or neglected by relatives or friends; or (5) his disease is of such a nature, or in such a stage, as to require, for his recovery, care and treatment while under legal restraint.

Sec. 18. After the first day of January, A. D. 1894, it shall not be lawful for any physician to certify to the insanity of any person for the purpose of securing his commitment to custody unless said physician be of reputable character, a graduate of some incorporated medical college, a permanent resident of the State, and shall have been in the actual practice of his profession for at least one year next preceding the making of such certificate, and shall at the time of making such certificate be registered as licensed by the State Board of Medical Examiners. The possession of such qualifications shall be certified to by the Judge of Probate of the county in which such Examiner resides, according to form "A" appended to this act, and such certificate shall constitute said Physician an Examiner in Lunacy for the purpose of this act. A copy of said certificate shall be filed in the office of the Judge of Probate of the county in which such physician resides.

Examining
Physicians.

But it shall be unlawful for any Examiner in Lunacy to certify to the insanity of any person for the purpose of committing him to a Hospital or institution devoted to the custody, care and treatment of the insane, of which said Examiner is either the Superintendent, Proprietor, an officer or regular Medical Attendant, or when said Examiner is a near relative of the alleged insane person.

Sec. 19. Whenever the Probate Judge, or in his absence the Court Commissioner of any county, shall receive information in writing that there is an insane person in his

Action of
Probate
Judge

Examiners in
Lunacy.

county needing care and treatment (form "B"), the said Judge or Court Commissioner shall, by an order in writing (form "C"), direct two Examiners in Lunacy to examine the alleged insane person, and certify to him within one day after their respective examinations (form "D") the result of such examination, with their recommendation as to the special action necessary to be taken in the case. If the Examiners certify that the person so examined is not insane, the Judge or Court Commissioner shall dismiss the case. If they disagree, he shall call other examiners, or take further testimony. But if they certify that he is insane and a proper subject for commitment for any of the reasons specified in section seventeen of this act, said Judge or Court Commissioner shall visit the alleged insane person, or require him to be brought into court, but he shall cause him to be fully informed of the proceedings being taken against him. He may, if he deem it advisable, take further testimony or call other Examiners; but in all cases before issuing a warrant of commitment the Judge of Probate or Court Commissioner shall notify the County Attorney, who shall appear on behalf of the alleged insane person, and take such action as he may deem necessary to protect the rights of such person. If satisfied that the person is insane and that the reason for his commitment is sufficient under the provision of this act, he shall approve the certificate of the Examiners and issue a duplicate order and warrant (form "E"), committing said person to the custody of the Superintendent of the proper State Hospital for the insane, or to the Superintendent or keeper of any private licensed institution for the care of the insane, and shall place said order and warrant, together with a certified copy of the certificate of the Examiners in Lunacy, in the hands of the Sheriff, or some other suitable person whom he shall authorize to convey said insane person to the Hospital; provided, that in case said insane person is a female, she shall be accompanied, while being conveyed to the Hospital, by her husband, father, mother,

brother or son, daughter, or by a woman designated by the Judge of Probate or Court Commissioner. Said order and warrant shall be issued within two days after the date of the last medical certificate, or, if any further hearing is had by the court, within two days after the completion of said examination, which shall in no case be more than ten days after the filing of the information of insanity in the office of the Judge of Probate, and said Sheriff, or authorized person, shall forthwith execute said warrant after its reception by him. The duplicate warrant and certified copy of Examiners' certificate shall be filed in the office of the Superintendent, and the original, with the Superintendent's indorsement thereon, shall be returned to the Judge of Probate and filed in his office; provided, that until the first day of January, A. D. 1894, the Judge of Probate or Court Commissioner, with whom such information of insanity is filed, shall appoint as Examiners, in each case, two physicians who, in his judgment, have the necessary qualifications.

Sec. 20. Each certificate of insanity must contain, in addition to other information, answers to the following inquiries as far as they can be obtained:

Certificate of
Insanity.

Inquiries were made and answers obtained as follows:

1. What is the patient's name and age? Single, married or widowed? If children, how many? If a mother, age of youngest child?
2. Where was the patient born? Where was the patient's father born? Where was the patient's mother born?
3. Where is his or her place of residence? (Legal settlement).
4. What has been the patient's occupation? If a woman, husband's or father's occupation?
5. Is the patient a church member? If so, what church?
6. Is the patient educated? Is so, to what extent?
7. Were the patient's parents or grandparents related, and if so, in what degree?
8. Is this the first attack? If not, when did others

occur, and what were their duration? If sent to a hospital, state where, and result of treatment?

9. When were the first symptoms of this attack manifested, and in what way?

10. Does the disease appear to be increasing, decreasing or stationary?

11. Is the disease variable, and are there rational intervals? If so, do they occur at regular intervals? (Avoid definitions, but describe conditions).

12. On what subject, or in what way, is derangement now manifested? State fully.

13. Has the patient shown any disposition to injure others?

14. Has suicide ever been attempted? If so, in what way? Is the propensity now active?

15. Is there a disposition to filthy habits, destruction of clothing, furniture, etc.?

16. Has the patient's father or mother, or any relative on either side, been insane?

17. Did the patient manifest any peculiarities of temper, habits, disposition or pursuits before the accession of the disease; any predominant passions, religious impressions, etc.?

18. Was the patient, or were either of his parents, ever addicted to intemperance in any form, or the habitual use of any narcotic?

19. Has the patient been subject to any severe disease, to epilepsy, to convulsions in any form, or had any injury of the head?

20. Has any constraint or confinement been employed? If so, of what kind and how long?

21. What is supposed to be the cause of the disease?

22. What treatment has been pursued for the relief of the patient? (Mention particulars and effects).

23. Facts learned on personal examination. (Mention every appearance or condition of the patient bearing on the question of existing insanity).

Recommendations. (Give the special reasons for recommending commitment, according to section seventeen).

Name and address of family physician, if any.

Sec. 21. The Examiners in Lunacy may jointly execute the certificate provided for in section nineteen of this act, or each one may execute a separate certificate. In either case the certificate shall be duly sworn to or affirmed before the Judge of Probate or Court Commissioner issuing the commission, who shall, when he approves the certificate certify to the genuineness of the signature, and to the fact that the signers are duly qualified Examiners in Lunacy.

Examiners in
Lunacy.

Sec. 22. Whenever the Superintendent of any State Hospital shall require, for the better understanding and treatment of a patient, more medical information than is contained in the certificate accompanying the order of commitment, he shall prepare a blank, containing such additional questions as he deems necessary to secure the requisite information, concisely and categorically arranged, and forward the same to the Judge of Probate of the county from which the patient was committed, with the request that these additional questions be answered as fully as possible. The Judge of Probate, on receipt of such blank, shall immediately employ the family physician of such patient, or in case he had none, some qualified Examiner in Lunacy, to prepare, with the aid of the family and relatives of such patient, as full and responsive answers as can be obtained, which shall be properly verified.

Additional
information
as to
Patients.

Sec. 23. Whosoever for any corrupt consideration or advantage to himself, or through malice, shall make, or join in, or advise the making of any certificate aforesaid, or shall knowingly or wilfully make any false representation for the purpose of causing any such certificate to be made, whereby any person is declared to be insane, and committed to, or held in, any institution for the custody, care and treatment of the insane, shall be deemed guilty of a felony.

False Certifi-
cates or
representa-
tions.

Arrests of
insane
persons.

Sec. 24. No alleged insane person shall be arrested and committed to jail unless he has committed some crime, or is dangerous or disorderly, or there are reasonable grounds to believe that he will do injury to himself or others, or to property, and when arrested and committed to jail for any of the reasons herein enumerated, it shall not be lawful to confine him in the same room with any charged with or convicted of any crime.

Jury trials of
insane
persons.

Sec. 25. When any person indicted for any offense is, on trial, acquitted by the jury by reason of insanity, the jury in giving their verdict of not guilty shall state that it was given for such cause; and thereupon, if the discharge or going at large of such insane person is considered by the court manifestly dangerous to the peace and safety of the community, the court may order him to be committed to any of the State Hospitals for the Insane for safekeeping and treatment, or may order him to be committed to prison, or may give him into the care of his friends, if they shall give bonds with surety, to the satisfaction of the court, conditioned that he shall be well and securely kept. Otherwise he shall be discharged.

Inquiry by
Judge into
alleged in-
sanity, etc.,
of criminals.

Sec. 26. Whenever any District Judge shall be informed by the affidavit of any reputable affiant that any person indicted or held for hearing before the grand jury for any criminal offense is in such state of idiocy, imbecility, lunacy or insanity as to be incapable of understanding the proceedings or making his defense, said Judge shall immediately proceed (whether it be term or vacation time) to determine the fact, either by testimony before himself, or by a jury, in his discretion; and if it shall be found on such hearing that said defendant is at the time incapable of understanding the proceeding in the case and making his defense therein, he shall order said defendant to be committed to the care and custody of the proper State Hospital for the Insane, to be there safely kept, cared for and treated, until he so far recovers his reason as to be capable of understanding the proceedings and making his defense

in said case; and that when he so recovers his reason, the Superintendent of the Hospital to which he has been committed shall notify the Sheriff of the county in which said defendant was indicted or held for examination. On the receipt of such notice said Sheriff shall take charge of said defendant and commit him to the jail in said county until the further order of the district court.

Sec. 27. Any officer or authorized person who shall receive into his custody any person for the purpose of conveying him to any Hospital for the Insane in the State of Minnesota, under any of the provisions of this act, who shall not in due time deliver him into the lawful care and custody of the proper officer of such Hospital, taking his receipt therefor, provided he be admitted, or who shall wilfully leave, abandon, neglect or abuse such patient, either going to or returning from the Hospital, shall be deemed guilty of a misdemeanor.

Delivery of
insane by
officers.

Sec. 28. It shall be the privilege of each and every inmate committed to any public or private Hospital or Asylum for the Insane in this State, on entering the institution, or at any time thereafter, to choose one individual not connected with the said institution as a correspondent with whom the said inmate shall be allowed to communicate freely in writing; and there shall be no censorship exercised or allowed by any of the officers or employees of such institution over letters written by inmates to such correspondents. Each inmate shall have the right to choose a new correspondent instead of the one previously chosen every three months if he or she desires so to do.

Personal privi-
leges of insane
in Hospitals

Sec. 29. It shall be the duty of the Superintendent of each Hospital or Asylum for the Insane to keep registered and posted in some public place at the institution the name and postoffice address of each individual chosen as correspondent under this act, and the name of the inmate choosing such correspondent. When any person is chosen as correspondent by any inmate, the Superintendent shall notify the said correspondent within three days that he has

May choose an
outside cor-
respondent.

been chosen, and inquire whether he will act as such correspondent. In case the correspondent shall decline to act, the Superintendent shall notify the inmate without delay and give opportunity for a new choice.

Register of correspondence.

Sec. 30. It shall be the duty of the Superintendent of each Hospital or Asylum for Insane to provide a register of correspondence.

Record of correspondence.

Sec. 31. It shall be the duty of each Assistant Physician, or the Superintendent, if there be no Assistant Physicians, in any Hospital or Asylum for the Insane, on the day when any inmate is committed to the institution, or at any time thereafter when the said inmate shall so request, to record correctly in the said register the name and post-office address of said person chosen by said inmate as correspondent in accordance with this act. It shall be the duty of said Assistant Physicians on their daily rounds to receive the requests of any inmates who may desire to write to the correspondents so chosen, and forthwith furnish or cause to be furnished to the said inmates one or more sheets of writing paper, a stamped envelope and a postal card, addressed to the Superintendent, and having printed on the reverse side a receipt in the following form:

Receipt for letters.

"Received of the Superintendent of the..... State Hospital, a letter written by....., an inmate of the institution.
Signed,....."

Provided, that the said Assistant Physician shall not be required to furnish stationery for this purpose to any one inmate oftener than once a week. The inmate shall inclose the said postal card with the letter in the stamped envelope, which shall be legibly addressed to the said correspondent, and shall deliver the same, sealed, to the said Assistant Physician, who shall deliver the said letter on the same day to the Superintendent, taking his receipt therefor, on the register of correspondence. Whenever any letter or postal card from any correspondent chosen under this act shall be delivered to any Assistant Physician by the Superintendent, he shall deliver the same to the inmate to

whom it is addressed without unnecessary delay, taking the receipt of said inmate therefor.

Sec. 32. It shall be the duty of the Superintendent, upon receipt of such letter from the Assistant Physician, if he shall find that the said letter is addressed to a correspondent duly chosen under this act, to place such letter or cause it to be placed in the United States mail without opening or reading the same. It shall be the duty of the said Superintendent to request the said correspondents to write their name on the outside of letters sent by them to inmates. The said Superintendents shall deliver such letters to the Assistant Physicians, to be given to the inmates to whom they are addressed, unless, in the judgment of the said Superintendents, the receipt of such letters would be injurious to such inmates, in which case they shall forthwith notify said correspondent that such letters are withheld, stating the reasons therefor, and record the facts in the register of correspondence. No letter written by a correspondent to an inmate shall be opened by any Superintendent unless he has good reason to suspect that it contains such matter as ought not to be delivered to the said inmate, in which case he shall record the fact that such letter has been opened, and the reasons therefor, in the register of correspondence.

Mailing letters
for inmates.

Sec. 33. Each and every inmate of any Hospital or Asylum for Insane in this State shall have the privilege of communicating in writing with the Governor and the Secretary of the Board of Trustees in the same manner and under the same regulations as with the correspondents chosen under this act.

May commu-
cate with
Governor
and Board of
Trustees.

Sec. 34. Any Superintendent, Assistant Physician or employee of any Hospital or Asylum for the Insane, or any person refusing or neglecting to comply with or wilfully or knowingly violating any of the provisions of sections twenty-eight to thirty-six, both inclusive, of this act, shall be deemed guilty of a misdemeanor.

Violations of
personal
rights.

Sec. 35. It shall be the duty of the Superintendent of

each Hospital or Asylum for the Insane in this State, and every Trustee of such institution, to investigate any alleged violations of the provisions of this act which may be brought to their attention when visiting any Asylum or Hospital for Insane in this State or otherwise.

Posting sections
of this act
in wards.

Sec. 36. A copy of sections twenty-eight to thirty-six, both inclusive, of this act, printed in pica type, shall be framed and posted in every ward of every Insane Hospital or Asylum, public or private, in the State of Minnesota.

Relatives of
insane.

Sec. 37. The relatives of any person who shall be found insane under section nineteen of this act, shall, in all cases where, in the opinion of the Judge of Probate or Court Commissioner by whom he is found insane, it is prudent and advisable, have the right to take charge of and keep said insane person, if they shall desire so to do; but the Judge of Probate or Court Commissioner may require a bond of such relatives, conditioned for the proper and safe keeping of such person; and if the relatives or friends of any patient, kept in any of the State Hospitals, shall request his discharge, unless such patient stands charged with or convicted of some criminal offense, the Superintendent of such Hospital may, in his discretion, require a bond to be executed to the State of Minnesota, in such sum and with such sureties as he may deem proper, conditioned for the safe keeping of such patient, and on receipt and approval by him of said bond he may discharge the patient.

Convicts
becoming
insane.

Sec. 38. Whenever any person who now is, or hereafter becomes, a convict in the State Prison or State Reformatory, shall, in the opinion of the board of inspectors or managers thereof, have become insane, said board of inspectors or managers shall file with the Judge of Probate of the County in which said prison or reformatory is indicated, information thereof in writing. Upon receiving such information from said board said Judge of Probate shall proceed to determine the question of insanity in the manner provided in section nineteen of this act, and, if

satisfied that the convict is insane and a proper subject to be committed to a State Hospital for care and treatment, he shall approve the certificate of the Examiners, and issue his duplicate order and warrant committing said insane convict to the custody of the Superintendent of the proper State Hospital for the Insane, and shall place such order and warrant, and the duplicate certificate of the Examiners in Lunacy, in the hands of the Warden of the State Prison, or the Superintendent of the State Reformatory (if the convict is in the Reformatory).

Sec. 39. Upon the receipt of such duplicate warrant and certificate by said Warden or Superintendent, he shall cause said convict to be removed to the State Hospital named in the warrant, and shall also cause the duplicate warrant and certified copy of Examiners' certificate, and a certified copy of the prison records relating to such convict, to be filed in the office of the Superintendent of the Hospital, and the original, with the Superintendent's indorsement thereon, to be returned to the Judge of Probate issuing the same.

Removal to
State
Hospitals.

Said Warden or Superintendent shall cause the substantial facts contained in said warrant and certificate, including the dates thereof, to be entered upon the prison records. Said warrant and the Superintendent's indorsement thereon, shall each specify that the said insane person is a State Prison or a State Reformatory convict.

Sec. 40. Whenever, in the opinion of the Hospital Superintendent, such convict has sufficiently recovered from the mental disability; on account of which such committal was made, his term of sentence not having expired, he shall notify the Warden of the State Prison or Superintendent of the State Reformatory, and such Warden or Superintendent shall immediately cause such convict to be returned to said Prison or Reformatory.

Recovery of
convicts

Sec. 41. Whenever a State Prison or State Reformatory convict who has been committed to a State Hospital for the Insane shall escape therefrom or die therein, the Su-

Escape of
convicts.

perintendent of such Hospital shall immediately notify the Warden of the State Prison or Superintendent of the State Reformatory (in case he was committed from the Reformatory) of the fact.

Fees of
Examiners.

Sec. 42. The fees of the Examiners in Lunacy, hereinafter provided, shall be certified by the Judge of Probate before whom the examination was had, to the Warden of the State Prison or Superintendent of the State Reformatory, and they, together with the other expenses incurred in committing a convict to a State Hospital for the Insane, shall be paid from the current expense fund of the institution from which he was committed.

Incurable
insane.

Sec. 43. Whenever the Superintendent of any State Hospital shall report to the Board of Trustees that any insane person in the Hospital under his charge is manifestly incurable, that his disease has become chronic and that he is not likely to be further benefited by treatment therein, and that he may safely and properly be taken care of in a private family, but whose own family are not able to support him, said Board of Trustees may authorize said Superintendent to procure said person to be boarded and taken care of in some suitable private family, at an expense not to exceed three dollars per week, which shall be paid out of the current expense fund of said Hospital. Said Superintendent shall by himself or some one of the medical staff of such Hospital, or some one delegated by him, cause such insane person to be visited as often as once in three months, and whenever, in the judgment of said Superintendent he is not properly cared for in the family where he has been placed, or for any reason he deems it best that he should be again cared for and treated in the Hospital, he shall immediately cause his return thereto.

Insane
absent on
trial.

Sec. 44. Whenever, in the judgment of the Superintendent of any State Hospital for the Insane, it will be beneficial to any patient therein, as part of the treatment, and that it is prudent so to do, or that it will be conducive to

the recovery of any patient to return home or to his friends, or to be absent on trial, in case such patient has not been committed while under charge of any criminal offense, said Superintendent may allow such patient to be absent on parole for such specified time as he may deem advisable, not exceeding six months. The order of commitment in such case shall remain in full force until the patient is discharged according to law, and his parole may be at any time revoked, in the discretion of the Superintendent.

Sec. 45. The Superintendent of any State Hospital for the Insane shall discharge any patient certified by him to be recovered, unless such patient stands charged with or convicted of some criminal offense. In all other cases patients shall be discharged only by the Board of Trustees, and three Trustees shall constitute a quorum to discharge a patient. When patients, improved or unimproved, are reported to the Board of Trustees and recommended for discharge by the Superintendent, such recommendations shall in each case state the reason why a discharge is advised. Whenever a patient is discharged in any of the ways herein provided, the Superintendent of the Hospital from which he has been discharged shall immediately mail to the Judge of the Probate Court of the county in which the warrant of commitment was issued, and to the guardian or next of kin, a certificate signed by him stating that such person has been discharged, and the date thereof, which certificate, when received by such Judge of Probate, shall be filed in his office.

Discharge
of insane
from
Hospitals.

Sec. 46. It shall be the duty of the Superintendent of any such State Hospital to select from time to time from the patients of the Hospital under his management such idiotic and feeble minded children and youths as in his opinion are proper subjects for training and instruction, and to transfer the same to the Directors or Managers of the Minnesota Institute for Defectives at Faribault, provided there is room for the reception of such persons in

Idiotic and
feeble-minded.

said Institute for Defectives, subject to the approval of the Board of Trustees.

Personal wants
of insane.

Sec. 47. Every person committed to a State Hospital for the Insane shall, while he remains in the Hospital, be furnished with proper and suitable clothing at the expense of the State, and when discharged he shall be furnished by the Accounting Officer of the Hospital, upon the order of the Superintendent, with suitable clothing, and also a sum of money sufficient to defray his expenses home, or to his friends; all of which shall be paid out of the current expense fund of said Hospital.

Copies of Biennial Report.

Sec. 48. There shall be printed by the State one thousand copies of each biennial report of the Trustees of the State Hospital for the Insane, of which 700 shall be at the disposal of the Trustees and 300 at the disposal of the Secretary of State.

Fees for
Examiners.

Sec. 49. The Judge of Probate or Court Commissioner shall allow the following fees for services provided for in this act:

To the Examiners in Lunacy, for every examination, five dollars each, and for every mile traveled by each of them in making such examination, fifteen cents.

To the Examiners jointly, or to the one answering the questions specified in section twenty of this act, five dollars.

To the family Physician or Examiner procuring answers to the questions specified in section twenty-two, five dollars.

For conveying
insane to
Hospitals.

To the person authorized to convey an insane person to a State Hospital, or to the place of his legal residence, two dollars per day for the time necessarily employed, and all necessary disbursements for travel, and for the support of himself, the insane person and authorized assistants.

Such amounts to be audited by the Judge of Probate or Court Commissioner, and judgment entered of record therefor, to be paid out of the County Treasury by the County Treasurer upon the written order of the Judge of

Probate or Court Commissioner under seal of the court; and upon the payment thereof, said judgment shall be satisfied of record by the Judge of Probate or Court Commissioner; provided, that the said written order shall be filed with the County Auditor, who shall issue his warrant on the County Treasurer in payment of said sums.

Sec. 50. No person or association shall establish or keep an institution for the care, custody or treatment of the insane or persons of unsound mind, for compensation or hire or otherwise, without first obtaining a license therefor from the Board of Trustees; provided that this section shall not apply to any State institution; and provided also that it shall not apply to cases where an insane person or persons of unsound mind is detained and treated at his own home or that of some relative.

Private asylums
to be
licensed.

Every application for such license shall be accompanied by a plan of the premises proposed to be occupied, describing the capacities of the buildings for the uses intended, the extent and location of grounds appurtenant thereto, and the number of patients of either sex proposed to be received therein, together with such additional information as the Trustees may require; and it shall not be lawful for said Board of Trustees to grant any such license without first having caused an examination by at least three of its members of the premises proposed to be licensed, and being satisfied by such examination that they are as described, and are otherwise fit for and suitable for the purposes for which they are designed to be used.

It shall be the duty of the Board of Trustees at their first visit to each institution licensed in accordance with the laws of the State, to have the care, custody or treatment of the insane or persons of unsound mind to examine the terms of the existing license, and determine how far the institution is conducted in compliance with said license; the Board of Trustees shall have power to continue, amend or revoke any existing license, as in their opinion the interests of the insane in the respective institutions demands.

To be under
control of
Trustees.

Trustees may
investigate
alleged wrongs

Sec. 51. In all cases where the Board of Trustees has reason to believe that any person is wrongfully deprived of his liberty, or is cruelly, negligently or improperly treated in any institution for the care and custody of the insane, or inadequate provision is made for the skillful medical care or proper supervision and safekeeping of the insane, it shall, in its discretion, order an investigation of the facts in the case by one or more of its members and the Attorney General or his deputy.

The Trustee or Trustees conducting such inquiries are hereby empowered to issue compulsory process for the attendance of witnesses and the production of papers, to administer oaths, and to examine persons under oath, and to exercise the same general powers as belong to referees appointed by the courts of the State. Upon the completion of such investigation said Trustee or Trustees shall make a concise statement of the facts found by him or them, with such suggestions and recommendations as to him or them seem advisable, and transmit a copy of the same, together with the whole or such portion of the testimony taken by him or them as they deem necessary to the Governor. Upon the receipt by the Governor of the report of such investigation he shall, if in his opinion the facts and conclusions warrant, order the Attorney General to prosecute the Superintendent, officers, managers, servants or employees of such institution or any of them that have in any manner been guilty of any offense punishable by the laws of this State.

Attorney Gen-
eral to appear
in investiga-
tions.

Whenever said Board of Trustees shall make investigation into the general management and administration of any institution for the custody and care of the insane, it shall give due notice thereof to the Attorney General to appear at such investigation personally or by deputy, in behalf of the people, and examine all witnesses who may be in attendance thereat, and it shall also give due notice of the time and place of holding such investigation.

Statistics of
Population.

Sec. 52. The Superintendent of every institution where

insane are kept shall, on or before the first day of September in each and every year, report to the Board of Trustees the number of male and female insane, idiotic and epileptic, in custody on the last day of July last passed, together with a statistical exhibit of the number of admissions, discharges and deaths that have occurred within the past year; the actual condition of those discharged, the causes of death of those dying in the institution, and such other facts and information as the Board of Trustees may require; and whoever shall neglect to report as above directed shall be guilty of a misdemeanor.

Sec. 53. Title three of chapter thirty-five of the General Statutes of one thousand eight hundred and seventy-eight, from paragraph eleven to paragraph forty-one, both inclusive, and all acts and parts of acts inconsistent with the provisions of this act, are hereby repealed.

Repeal of
Previous
laws.

Sec. 54. This act shall take effect and be in force from and after its passage.

FORMS.

A. *Judge's Certificate of Qualification.*

STATE OF MINNESOTA, }
County of } ss.

I hereby certify as follows:

1. I am Judge of Probate within and for the county of, within the State of Minnesota, and reside at
2. That (from the evidence laid before me), of, is a permanent resident of said State; that he is personally known to me; that he is a person of reputable character; that he is a graduate of, which is an incorporated medical college at, in the State of; that he graduated from said college on or about the day of, 18...; that he has been duly licensed to practice by the Board of Medical Examiners of the State of Minnesota; and that he has been in the actual practice of his profession for at least three years last past,

and he is on the... day of.....18.., hereby duly constituted an Examiner in Lunacy.

B. *Information of Insanity.*

To the Hon..... Judge of Probate of the
County of..... State of Minnesota:

SIR—Your informant respectfully represents that one
...residing at is insane, and a proper subject
for custody and treatment in a Hospital for the Insane, as
he verily believes; and he therefore asks that the necessary
steps be taken to investigate condition, as provided
by law in such cases.

C. *Commission to Physicians.*

STATE OF MINNESOTA, }
County of } ss.

OFFICE OF THE JUDGE OF PROBATE OF SAID COUNTY.

To a legally qualified physician and Examiner
in Lunacy,.....County, State of Minnesota:

Information in due form of law having been filed in my
office, alleging that one.....residing at..... is
insane, and a proper subject for custody and treatment in
a Hospital for the Insane, you are hereby appointed to
visit or see said person, and make a personal examination
as to the truth of such allegations, and as to.....actual
condition. is the other Examiner.

Accepting this appointment, you will proceed at once
to make such examination, and forthwith report thereon to
me, as required by law, for which purpose the necessary
blanks accompany this commission.

Witness my hand and official seal hereto attached this
.....day ofA. D. 189..

[SEAL]

.....Probate Judge.

D. *Certificate of Physicians.*

STATE OF MINNESOTA, }
 County of. } ss.

To Hon. Judge of Probate for the
 County of.

SIR—Pursuant to your commission to us, dated.
 189., we did, on the day of. 189., per-
 sonally examine. a resident of. in the State
 of Minnesota, the person named in said commission.

Inquiries were made and information obtained as follows:
 (Here insert the questions specified in section twenty).

As the result of the examination, we find, and hereby
 certify, that said. is insane, and a proper person for
 care and treatment in a Hospital for the Insane.

We have found the above opinion upon the following facts:

The patient said (here state what the patient said to
 either or both Examiners).

The patient did (here state what the patient did in the
 presence of either or both Examiners).

The patient's appearance and manner was.

Other facts indicating insanity, including those commu-
 nicated to us by others, as follows :

That the address of the family physician is (or
 that said patient has no regular family physician).

That the answers obtained to the foregoing questions are
 true to the best of our knowledge, information and belief.

We recommend the commitment of said. to a
 Hospital for the Insane, because (here give one of the rea-
 sons named in section seventeen).

On this day of. 189., personally appeared
 before me. and., the signers of the above certificate,
 and made oath to the truth and correctness of the same,
 and I certify that the signatures thereto are genuine and
 that the signers are duly qualified Examiners in Lunacy.

[SEAL]

. Probate Judge.

E. *Order of Commitment.*

STATE OF MINNESOTA, }
 County of..... } ss.

OFFICE OF THE JUDGE OF PROBATE
 OF SAID COUNTY.

To the Superintendent of the..... State Hospital :

On receipt of the certificate of two qualified Examiners in Lunacy, appointed by me, certifying to the insanity of.....ofand recommending ...commitment to a Hospital for the Insane, and having caused....to be fully informed of the proceedings taken in... case, and having (here state whether he personally saw said alleged insane person, or took any further testimony).

It appears to me, upon full consideration of the certificate of the Examiners, and other evidence, that.....is insane, and a proper subject for custody and treatment in an Insane Hospital, and I so find, and hereby approve the said Examiners' certificate.

Therefore it is ordered that... be committed to the State Hospital, there to be detained until discharged according to law.

..... Judge of Probate.

Warrant to Remove to Hospital.

This order and warrant, with the custody of the said .. is delivered to. for execution.

Given under my hand and official seal this ... day of..... 189..

..... Judge of Probate.

Return to Superintendent.

..... STATE HOSPITAL,

..... 189..

I have this day received the within named patient, with a duplicate of this warrant, and a certified copy of certificate of the Examiners in Lunacy at the hands of..... attended by.....

The patient is in condition.

Witness my hand this day of..... 189..

.....

Approved April 19, 1893.

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