

REGULATIONS FOR
SEYTSUJI WAR PRISON CAMP No. 1.
JAPAN.

(Preface)

These regulations are made to meet the circumstances of this camp, in accordance with general instructions received from Seytsuji War Prison Camp, and the life of prisoners of war in this camp shall be governed accordingly, and to any other regulations which may hereafter be promulgated.

REGULATIONS FOR
ZENTSUJI WAR PRISON CAMP NO.2.
JAPAN

(Preface)

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GENERAL REGULATIONS FOR THE PRISON CAMP.

I.

PROVISIONS.

1. These regulations will govern the life of prisoners of war in this camp.

II.

OBEDIENCE.

2. Prisoners shall obey under any circumstances the Commandant's orders and observe the camp's regulations: they will also obey the instructions and orders given to them by the staff and guards, who will be acting on orders from the Commandant.

3. Prisoners must submit to any action taken by members of the staff or guards. However, if any action taken should be considered unreasonable the prisoners are allowed to present this matter to the Commandant through their Platoon Leaders, who will in turn present the matter to the Division Leader for presentation to the Commandant.

III.

SALUTES.

4. Prisoners shall salute at the halt when rendering a salute to the
Commandant.
5. Prisoners shall salute Japanese Officers.
6. Prisoners N.C.O.'s and other ranks shall salute Japanese Non-Commission
Officers.
7. Prisoner other ranks shall salute the Japanese private.
8. When a Japanese Non-commission Officer is performing the duty of an
officer, prisoners shall render a salute to him.
9. When a Japanese Officer enters a prisoner's room the first person to
see him will give the order "KEIREI" (Salute) in a loud voice,
and all prisoners in the room will then come to attention and salute.
10. When a Japanese Non-commission Officer enters a room, prisoners will
come to attention and salute.
11. When a guard enters a room, prisoners will stop playing cards and
other games, stop smoking, stop talking, and assume an attentive
manner.

IV.

ORGANIZATION OF DIVISIONS (PLATOONS),
DUTIES OF DIVISION (PLATOON) LEADERS.

12. Prisoners shall be organized into Divisions, which will be divided into an adequate number of platoons.
13. There will be one Division Leader and three Non-commission officers to Division, and one Platoon Leader for each Platoon.
14. The duties of a Division Leader are as follows:-
 1. Guide the members of his Division:
assist the Camp Staff: deliver thoroughly
the orders and intentions of the Commandant:
and see that all regulations are rigidly observed.
 2. Maintain discipline among prisoners
working at the factory, and ensure the
maximum efficiency there.
 3. Become well acquainted with and observe
closely each member of his Division:
keep in close contact with the Camp Staff
and prevent any breach of the regulations.

15. A Platoon Leader shall convey regulations and orders to the members of his Platoon: guide them and see that regulations are carried out.

The routine of a Platoon Leader is as follows:

1. At roll-call the Platoon Leader shall ascertain the number of members present and conditions of his Platoon in the presence of the Japanese Duty Officer.
2. The Platoon Leader shall be in charge of issue, repair, exchange and return of clothing and issued articles, and the preservation and upkeep of same.
3. The Platoon Leader shall ascertain that all men of his Platoon assume an equitable share of the work.
4. The Platoon Leader will notify the N.C.O. for Sanitation at morning muster of any members of his platoon who are sick and in need of medical attention.
5. The Platoon Leader will supervise his room and area assigned, for sanitation, and will also look after articles issued for his room.

6. The Platoon Leader will be responsible for seeing that all precautions are taken against fire.

7. The Platoon Leader is responsible for "Black-Out" of his room.

16. Non-commission Officers are appointed for each Division, one each, in charge of Administration, Supply, and Sanitation.

The N.C.O. for administration will assist the Division Leader in Administration.

The routine for an N.C.O. for Administration is as follows:-

1. The N.C.O. for Administration shall be present at report-call to receive orders and instructions.
2. The N.C.O. for Administration shall instruct the Platoon Leaders in their duties.
3. The N.C.O. for Administration shall submit to the Staff any requests from members of his Division.

The N.C.O. for Supply shall perform work in connection with Supply.

The routine for an N.C.O. of Supply is as follows:-

1. The N.C.O. for Supply shall instruct the Platoon Leaders of his Division regarding issue, repair, exchange and return of clothing and issued articles, and in the upkeep of same.
2. The N.C.O. for Supply shall keep a record of lost and broken articles which will be submitted to the Japanese Supply Office each week.
3. The N.C.O. for Supply shall be in charge of arranging articles for inspection and shall be present during inspections.

The N.C.O. for Sanitation shall look after the health of the members of his Division and will supervise and maintain the neatness and clean-liness of his barracks.

The routine for an N.C.O. for Sanitation is as follows:-

1. In case there are patients, this matter will be reported to the N.C.O. for Sanitation by the Platoon Leader. A report blank will be filled in by the N.C.O. for Sanitation and the patient will be taken to the Japanese Medical Officer for consultation.
2. The N.C.O. for Sanitation is in charge of the cleanliness and neatness of the inside barracks, and will inspect at 9.30 a.m. every day. During the morning of Rest days, after general cleaning, the N.C.O. for Sanitation will accompany the Japanese Duty Officer on his inspection.

V.

DELIVERY OF ORDERS.

17. The persons in charge of delivery of orders and instructions are :-
 1. For the Camp:- The Japanese N.C.O. i/c Administration.
 2. For the Division:- The N.C.O. for Administration.
 3. For the Platoon:- The Platoon Leader.

18. Delivery of Orders will customarily take place at "Report-Call"
(6.30 p.m.)
The persons of the previous article (Platoon Leaders excluded)
will be present.

VI.

BUILDINGS AND EQUIPMENT OF THE WAR PRISON CAMP AND ARRANGEMENT OF ROOMS.

19. The building inside the prison camp are classified as follows:-
- Administrative Offices, Guard House, Solitary Confinement Cell,
Storehouses, Cobbler, and Tailor shop, Barraks No.1. & No.2.,
Canteen, Cookhouse, Bathhouse, Pig Sty, Poultry House.
Wash-basins, barber shop, Clothes lines and Latrines are
attached. See diagram No.1 for Buildings and Facilities.
20. Areas assigned for cleaning, and regulations for
preservation of land, trees and buildings:
1. Areas assigned for cleaning in the camp - see Diagram No.1.
 2. Prisoners shall not change the form of land, trees or
buildings without permission.

3. GETA (Wooden clogs). Prisoners will not use Geta without rubber soles, for slippers in side the barracks. Permission must be obtained for the use of Geta in the place of slippers.

21. Prisoners' quarters must be made as simple as possible. Wanton pasting or pinning of photos on the wall is not allowed.
22. Equipment of prisoners quarters is specified in Diagram No.3. Unnecessary articles will be kept in the prisoners' storeroom.
23. Valuables among the unnecessary articles may be given to the Japanese Officer in charge of articles for safe keeping. Prohibited articles may only be kept by the Japanese Officer i/c articles. The Japanese Officer i/c articles will give a receipt to the prisoner for such valuable articles turned over to him.

VII.

TAILOR, COBBLER AND BARBER'S SHOP.

24. The prisoner tailor and cobbler shall be engaged in the repair of clothes and shoes.
25. The tailor and cobbler are not permitted to make or repair articles unofficially.

26. Prisoners are allowed to have their hair cut twice a month, in the barbers shop.

VIII.

DUTIES OF PRISONER DUTY OFFICERS AND NIGHT GUARD.

27. Each barrak shall have one prisoner duty officer.

28. The Japanese N.C.O. i/c Administration will appoint those prisoner officers who are to stand as Prisoner Duty Officers, which will include Warrant-Officers.

Prisoner Duty Officers will stand duty from Saturday at 12.00 noon to the following Saturday at 12.00 noon.

29. When the Duty Officers have been relieved, the new and old Duty Officer will report to the Japanese N.C.O. i/c Administration.

30. The duties of the Duty Officer are as follows:-

1. The duty officer shall make regular rounds of the camp:
see that all regulations are carried out and take special care for the prevention of fire.

2. At Roll-Call the Duty Officer will see that the prisoners are ready for Roll-Call before the bugle is sounded: and will pass the word to fall-out when Roll-Call is completed.
 3. The Duty Officer is responsible for enforcing "Black-Out" regulations on lights outside the rooms.
31. A Night-Guard of one person will be on duty in each barrack from lights-out to reveille.
 32. Platoon Leaders in rotation will make a Night-Guard list and put it into effect.
 33. Duties of the Night-Guard are as follows:-
 1. The centre of the corridor of each barrack will be the station of the night-guard. The night-guard will make frequent rounds of the prisoner's rooms.
 2. The night-guard will take precautions for the prevention of fire and theft, and see that sleeping men are covered; and if anything unusual is discovered he will report immediately to the Guard Commander.

3. While on duty unnecessary conversation, leaving the barracks, sitting or lying down, etc., are prohibited.
4. If anyone remains outside the barracks longer than 20 min., the night guard will report the fact to the Guard Commander.
5. The relieving guard will be fully conversant with all instructions before taking over from the retiring guard in the centre of the corridor.

IX.

PREVENTION OF FIRE AND EXTINGUISHING OF FIRE.

34. In the majority of cases, fire is caused by delinquencies and mistakes: therefor, prisoners must take steps to prevent such actions, especially as the prisoners are not accustomed to living in wooden buildings, they will have to do away with their careless regard to fire!
35. Prisoners who handle fire must extinguish it when it has served its purpose.
36. Prisoners must take special precautions against fire as follows:-

1. Smoking is permitted at the following times:-

From 5.00 a.m. to 7.00a.m.

From 9.00 a.m. to 9.30 a.m.

From 12.00 noon to 1.00 p.m.

From 3.00 p.m. to 3.30 p.m.

From 5.00 p.m. to 7.50 p.m.

2. Smoking is prohibited at places other than at approved ash trays, fire braziers and stoves.

3. Prisoners must take precautions against cigarette butts by extinguishing them before disposal: and are prohibited to throw them elsewhere than in approved ash trays, fire braziers, stoves and ash dumps.

4. All ash trays are to be cleaned before evening Roll-Call, and ashes to be thrown into ash dumps. Fires in braziers and stoves must be extinguished thoroughly before Lights-Out.

5. Prisoners are prohibited from touching electrical wiring without permission. in the event prisoners discover faulty wiring of faulty electrical instrument it should be reported to the Japanese Officer immediately.

37. Regulations regarding the extinguishing of fire:-

1. Location of fire extinguisher, fire buckets, sand, water-troughs, etc., --- see Diagram No.2.
2. Organization of prisoner fire fighting squads.
--- see Appendix No.1.

38. Regulations concerning out-break of fire:-

1. When the fire bugle is sounded:-
 - (a) The prisoner fire squads will assemble in front of the cookhouse with fire extinguisher, fire buckets, and ladder.
 - (b) The Camp Details will assemble in the cobblers shop. Medical Orderlies and cooks on watch will remain in the sick-bay and cookhouse respectively.
 - (c) With the exception of patients in the sick-bay, the remaining prisoners will assemble in the yard at the North end of the Camp.
 - (d) Prisoners who discover a fire and are engaged in fighting it will continue to do so.
2. When a prisoner discovers a fire, he will notify other prisoner of whom one will report to the Japanese Office immediately: without waiting for orders the prisoners will engage themselves in fighting the fire, using at most, THREE extinguishers, TEN buckets and sand.

X.

DUTIES OF THE CAMP DETAIL.

39. Those prisoners working in the camp are called the Camp Detail.
40. Regulations concerning the duties of the Camp Detail will be found in Appendix No.2.

XI.

INSPECTION.

41. Prisoners must be careful in handling clothing and articles issued to them, and also must take care of buildings, etc. They must get along as best as possible by economizing in the use of the above articles. The various inspections will be based upon the above mentioned principles.
42. The Commandant will hold inspection from time to time to check on the upkeep of clothing, tools and other articles, buildings, equipment, etc. The Commandant may appoint a Staff member to conduct these inspections.
43. At inspections by the Commandant or Officer Staff Members, the Division Leader, accompanied by his N.C.O. will meet the Commandant

or OfficerStaff Member: he will then precede the inspection party: the N.C.OS. will follow the inspection party. When a Japanese Non-commissioned Officer conducts the inspection, the N.C.Os. will accompany him.

XII.

CONDUCT OF PRISONERS

44. Prisoners must conduct themselves as military men and not indulge in careless freedom.
45. Daily routine orders from reveille to lights out is given in Appendix No. 3.
46. Prisoners will not leave their rooms without cause between light-out and reveille.
47. From reveille to supper prisoners are not allowed to lie down on their beds, except on Rest Days.
48. At Roll-Call prisoners must be properly dressed.
49. Prisoners will not assemble in groups of more than TEN, for prayers, lectures, study, etc., without permission.

50. The amount of money which prisoners are permitted to have in their possession is limited as follows:-

OFFICERS.-----not exceeding ¥50
WARRANT OFFICERS.--- not exceeding ¥20
& N.C.Os.
OTHER RANKS.----- not exceeding ¥10.

Every prisoner must at all times be in possession of 50 cents.

51. If any prisoner comes into more than the prescribed amount of money he must hand over the balance to the Platoon Leader who will in turn hand the money over to the Commandant, to be placed to the prisoners credit in the bank.
52. Every prisoner must keep his money in his purse, and the purse must be kept in one of the pockets of the uniform he is wearing: and inside the purse he must keep the card with his Camp No.on it. This card will be provided for this purpose.
53. Prisoners shall not lend or give money, nor gamble for money or other articles.

54. Whenever a prisoner takes a bath, or presents himself for medical examination, he must hand over his money to his Platoon Leader who will bring all the money entrusted to him, and hand it over to the Duty N.C.O. for safe keeping.
55. Prisoners must economize in the use of water.
56. Any waste food which is not consumed at meal-time, any only be thrown away at the prescribed place.
57. Prisoners must be careful in handling issued articles as follows:-
 1. Altering of issued articles, whether or good or bad condition, or disposing of articles, is forbidden without permission.
 2. Cleaning of blankets must be done with blanket beaters. Shaking of blankets by holding the four corners is forbidden.
 3. If any change in articles should arise, the prisoners shall notify their Division Assistant for Supply immediately.
58. Driving of nails into the walls or other articles is strictly forbidden.
59. Changing of electrical wiring and covering light bulbs with paper, cloth, etc., is strictly forbidden.

60. Entering other rooms or buildings outside prisoners' rooms or canteen, without official permission and without cause, is prohibited. Entering or using vacant rooms without permission is likewise forbidden.
61. Prisoners are not allowed to carry matches, knives, drugs or other articles thought to be unnecessary.

XIII.

RELIGION AND RECREATION.

62. Religious services are permitted to be held on Sundays in the Canteen (Staff member to be present).
63. A brief religious service is permitted every morning, either in the Canteen or outdoors.
64. Regulations concerning recreation:-
 1. Games may be played during the following times:-
 - Daily - from 12.00 noon to 1.00 p.m.
 - and from 5.00 p.m. to 9.00 p.m. (10.00 p.m. on Rest Days ----12.00 noon to 9pm. (days before Rest Days).
 2. Concerts may be held on the evenings before Rest Days between 8.00 p.m. and 10.00 p.m. (Staff member to be present)

3. Prisoners are allowed to use the gramophone from 5.00 p.m. to 8.00 p.m. in their rooms, sick bay or canteen, every day.
4. Prisoners are allowed to play cricket, catchball, baseball, etc., and do gymnastics from 12.00 noon on rest days.
5. In the above mentioned articles, prisoners are not allowed to sing, to use makeup, instruments, costumes or to dance, without permission.

XIV.

Bathing.

65. Prisoners shall take a hot bath twice a week.

XV.

CANTEEN.

66. The canteen is for the selling of daily commodities and food for the prisoners.

67. Prisoners may purchase articles from the Canteen. If any prisoner wishes to buy an article not sold by the Canteen, he must obtain special permission from the Commandant.
68. Buying of books for the library and for the study of the Japanese language will be permitted, others will not be permitted.
69. Permission is granted for the subscription of newspapers and periodicals such as the Japan Times, Mainichi, Times Weekly, Sakura etc.,
NOTE : Upon censorship, if the newspaper or periodical is found to be improper for the prisoner, it will be confiscated.

XVI.

MAIL AND TELEGRAMS

70. Upon censorship, prisoners may receive mail and telegrams.
71. Upon censorship prisoners may send letters and post cards: the number of letters and post cards that may be sent are as follows:

<u>For One Year.</u>	<u>Letters.</u>	<u>Post Cards.</u>
OFFICERS.	THREE (3)	THREE (3)
WARRANT OFFICERS & N.C.Os.	TWO (2)	TWO (2)
OTHER RANKS	TWO (2)	ONE (1)

72. Procedure for sending letters by prisoners is as follows:-

1. Prisoners may write letters or post cards and submit them to the Division N.C.Os. for Administration who will bring the mail to the Japanese Office. After inspection the mail will be handed to the prisoners i/c mail, who will type it on the approved typing paper. The sender signs the mail after typing and it is then submitted to the Japanese N.C.O. i/c Administration.
2. The Japanese N.C.O. i/c Administration, if necessary, may have the prisoners write their letters or cards in his presence, thus taking the place of typing.

73. The allowed contents of the letters are as follows:

1. The greetings - the condition of self.
Remarks of military nature, or war subjects: criticism of treatment in campo, etc., are strictly forbidden.
2. The number of words is limited to a sheet of typewritten paper, or one typewritten post card.

XVII.

PUNISHMENT.

74. Prisoners will be punished for the following offences:-

1. Breaking Camp regulations.
2. Failure to obey Camp Orders
3. Refusal to work.
4. Attempting to escape or defying the Camp Staff.
5. Revolt or instigation of revolt.
6. Taking up organized action.

APPENDIX No. ONE.

ORGANIZATION OF FIRE FIGHTING SQUAD.

BUILDING	FIRE MARSHAL	FIRE EXTINGUISHER	FIRE BUCKETS	SAND	LADDER	FIRE BEARERS
Barrack No.1.	Warrant- Officer. 1.	N.C.O.s. 3.	Other Ranks 10.	Other Ranks 10.	N.C.Os. 3.	Other Ranks. 4.
Barrack No.2.		<u>SAME AS FOR BARRACK No.1.</u>				
Cook- House.	Man In Charge		<u>MEN ON WATCH.</u>			

APPENDIX No. TWO.

DUTIES OF CAMP DETAIL.

CAMP DETAIL	DUTIES	NUMBER OF MEN	TOTAL	REMARKS
Administration Office.	Typing	1.	1.	Concurrently i/c Mail.
Supply Office.	Cookhouse	6.		
	Canteen	1.		
	Tailor	2.		
	Cobbler	2.		
	Bath	1.		
	Miscellaneous	1.	13.	Duties include care of pigs and rabbits.
Sick Bay	Medical - Orderlies	3.	3.	Duties include cleaning of latrines
TOTAL 17.				

SEE NOTES -> NEXT PAGE.

NOTE FOR APPENDIX No. TWO.

Camp detail for the Administrative Office,
Supply Office, and Sick Bay will be paid
by the Camp.

APPENDIX No. THREE.

DAILY ROUTINE.

<u>Routine</u>	<u>:</u>	<u>Time</u>
	<u>:</u>	
<u>Reveille</u>	<u>:</u>	<u>5.00 a.m.</u>
<u>Morning Roll-Call:</u>		<u>5.05 a.m.</u>
<u>Breakfast</u>	<u>:</u>	<u>5.30 a.m.</u>
<u>Fall-In for Work</u>	<u>:</u>	<u>6.20 a.m.</u>
<u>Sick Parade</u>	<u>:</u>	<u>9.00 a.m.</u>
<u>Luncheon</u>	<u>:</u>	<u>12.00 noon</u>
<u>Supper</u>	<u>:</u>	<u>5.30 p.m.</u>
<u>Report Call</u>	<u>:</u>	<u>6.30 p.m.</u>
<u>Evening Roll-Call:</u>		<u>8.00 p.m.</u>
<u>Lights Out</u>	<u>:</u>	<u>9.00 p.m.</u>

SEE NOTES - NEXT PAGE.

NOTES FOR APPENDIX No. THREE.

1. After the morning Roll-Call "Fall-Out" has been given and before breakfast has been served, prisoners must wash themselves, clean the room and tidy their kit.
2. Verbal notification will be given to any alteration in daily routine (Appendix No 3.).
3. The electric light must be kept burning throughout the night.

APPENDIX No. FOUR.

DUTY ASSIGNMENT OF STAFF WITH RELATION TO PRISONERS.

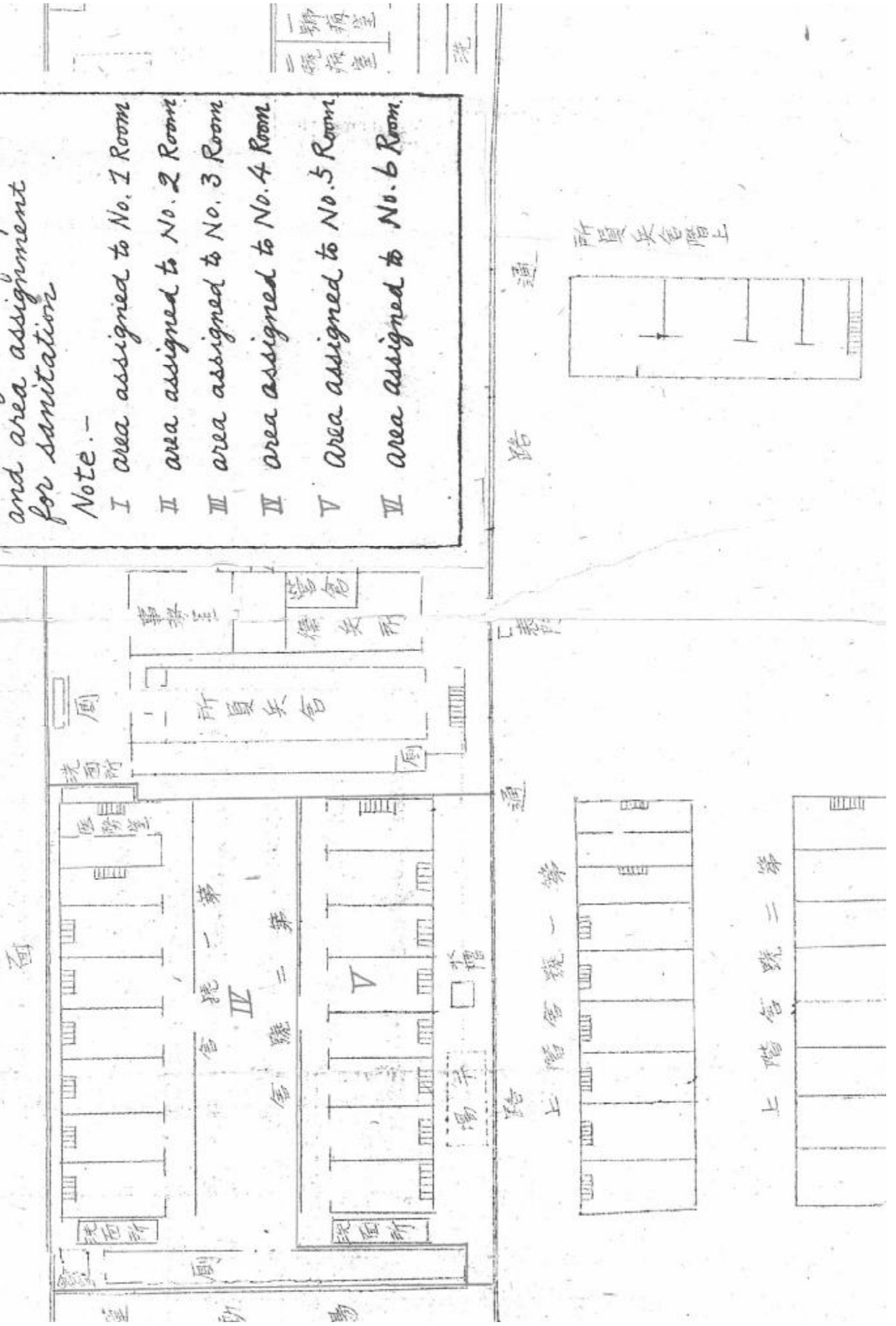
<u>OFFICE</u>	<u>N.C.O.</u>	<u>DUTY ASSIGNMENT</u>
Administrative	"A"	1. Duties concerning Prisoner-Duty Officer. 2. Concerning prisoners' work
	"B"	1. Order and Notices. 2. Death of prisoners and their property.
	"C"	1. Prisoners' mail. 2. Prisoners' requests. 3. Offences against camp regulations.
Supply.	"D"	1. Food and cookhouse. 2. Canteen. 3. Pay. 4. Articles and donations.
Medical.	"E"	1. Preventative medicine. 2. Consultation.
Equipment.	"F"	1. Clothing. 2. Furniture. 3. Food and cookhouse.

Diagram I

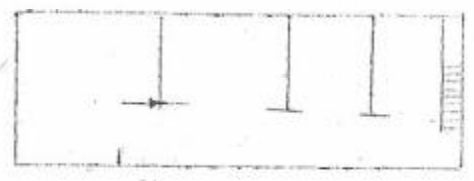
Building and equipment
and area assignment
for sanitation

Note. -

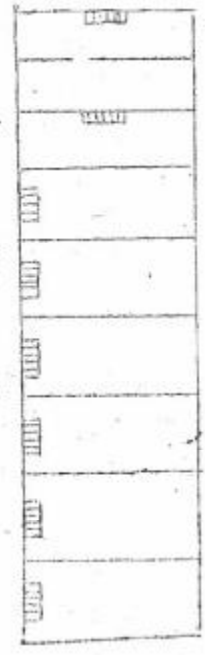
- I area assigned to No. 1 Room
- II area assigned to No. 2 Room
- III area assigned to No. 3 Room
- IV area assigned to No. 4 Room
- V Area assigned to No. 5 Room
- VI Area assigned to No. 6 Room



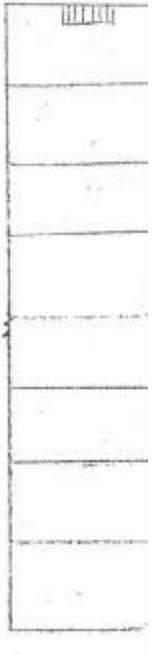
所員兵舍階上



上階舍號一第



上階舍號二第



一號病室
二號病室
洗

海

面

子
場

工

活場

一號稱室
二號稱室
倉庫
倉庫
縫紉工場
倉庫
倉庫

五

洗面所

水櫃

通

所員兵舍階上



炊事場

厠

路

事務室

管倉
備衣所

表門

厠

所員兵舍

厠

洗面所

醫務室

第一號
第二號
倉庫
倉庫
IV

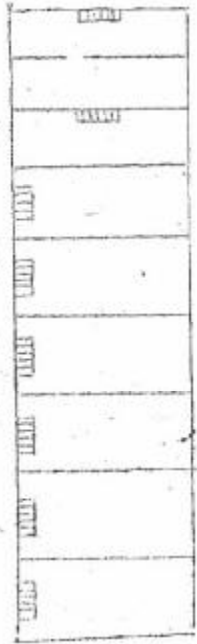
V

階

備衣所

通

上階倉庫第一號



上階倉庫第二號



運動場

厠

洗面所

Location of own
equipment and
facilities

Symbols: -

- ⊙ Fire Extinguisher
- ⊗ Water Hole
- Fire Tubs
- ∴ Sand
- 8 Fire Buckets
- ⊕ Well

場
子
手
陽



路
通

所員女舍階上



面



路
通

上階舍第一第

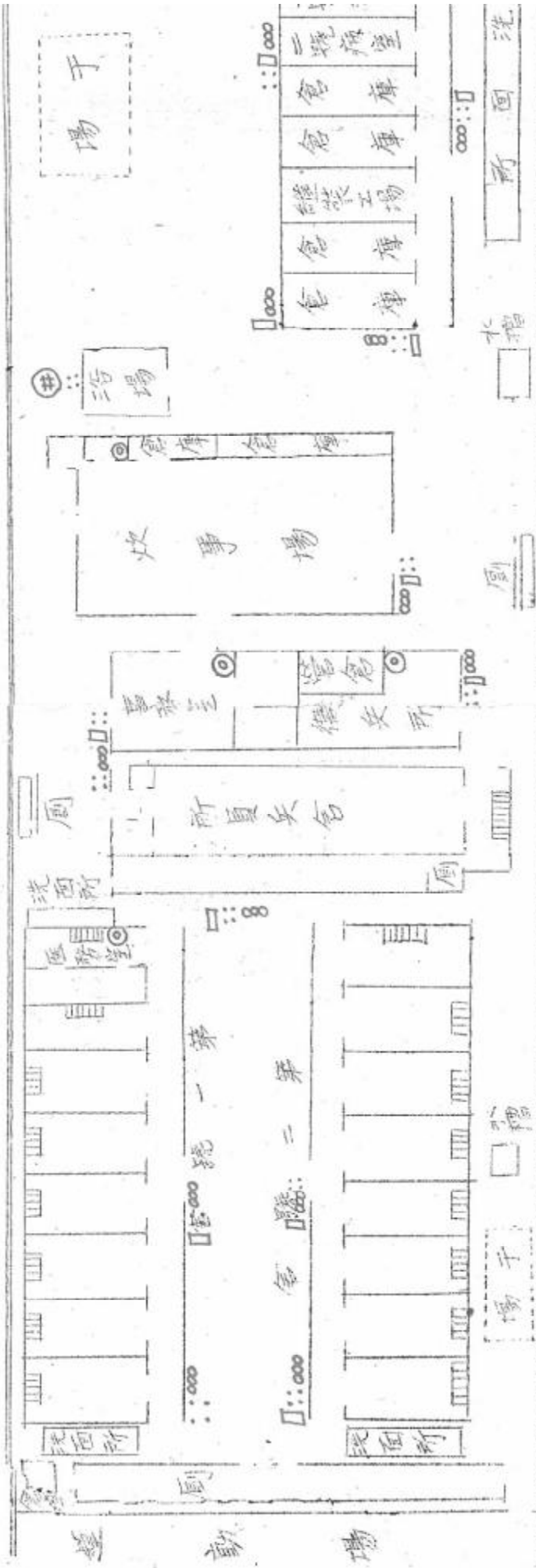


上階舍第二第



面

海



路

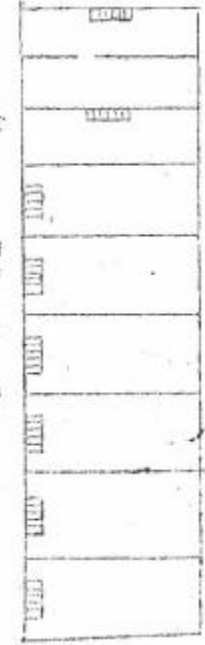
通

春

路

通

上階客號一第



上階客號二第



所員兵舍階上

