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TRANSLATION: NEWSPAPER “*La Gaceta de Puerto Rico*”, 2 May 1882, Rules for the Organization and Service for the Lighthouse Towermen of the Island of Puerto Rico.

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OVERSEAS MINISTRY

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RULES

For the Organization and Service of Lighthouse Towermen

of the Island of Puerto Rico

Chapter 1.

Organization of the Towermen

Article 1. The Lighthouse services of the Island of Puerto Rico will be under the care of the towermen staff, under orders from the Corps of Engineers for Roads, Channels and Ports. The Towermen will be divided in three classes. Namely, 1st class, 2nd class and 3rd class.

Article 2. The Overseas Ministry, after hearing from the Governor General of the Island in consultation with the Public Works Section and the Board for the Corps

of Engineers for Roads, Channels and Boards, will determine the number of towermen in each class in accordance with the needs of the service.

The distribution of towermen among the lighthouses will be made according to the following guidelines:

1st and 2nd order Lighthouses with a rotating light, will have a towerman of each class.

2nd order with a fixed light and 3rd order Lighthouses will have a 1st class and a 3rd class towerman.

4th order rotating Lighthouses a 2nd and 3rd class towerman. If the light is fixed only a 2nd class towerman.

5th and 6th order Lights and Port Lights only a 2nd class towerman.

Article 3. For 2nd class towermen to be qualified to be assigned to a 4th, 5th or 6th order Lighthouse, they must have completed 4 years of honorable service, with good evaluations without any negative marks.

Article 4. In those Lighthouses where there can only be one towerman as stipulated in Art. 2 but are located on an island or at remote hard to access locations of 8Km or more, a 3rd class towerman may be added.

Article 5. The Overseas Ministry at the recommendation of the Governor General after he has consulted the Chief of Public Works and the Consulting Board for Roads, Channels and Ports will designate which Lighthouses qualify for the augmentation in staff described in Art. 4.

Article 6. Those Lighthouses located in outlying islands far from the coast or meeting special circumstances, staffing will be adjusted as necessary by the local authorities pending confirmation of the Chief of Public Works and the Consulting Board for Roads, Channels and Ports.

Article 7. There may not be in any Lighthouse two towermen of the same class *or of the same family*. Except in those Lighthouses meeting the criteria listed in Art. 4 and Art. 5.

Article 8. The highest ranking towerman will be in charge in those Lighthouses that have more than one towerman. He will be the chief of the Lighthouse.

Article 9. There will not be any additional nominations for towermen except where there is a vacancy or in the event that additional Lighthouses are built.

Article 10. So that towermen applicants can gain and learn practical knowledge of the Lighthouse service, the Chief Engineer will authorize those that apply to those Lighthouses designated for that purpose.

Article 11. To be admitted for practical learning <applicants> must meet the following guidelines:

1. Be no less than 21 and no more than 30 years old.
2. Be free of any physical disability or defect that would impede their service.
3. Be able to read and write, knowledgeable in arithmetic and the metric system.
4. Present a good conduct certificate from the town's mayor and a recommendation from any supervisor under whom he may have worked.

Article 12. When the General Government determines the need, there will be a call for applicants for the entrance examination to fill any vacancies. The examination results will be verified <graded>by a board composed by the Island's Chief Engineer, an engineer and an assistant. This board will rank the candidates in order giving priority to those that have served in public works, the Army or the Navy.

Article 13. A 3rd class towerman appointment will only be given to those applicants fulfilling the conditions in the previous article.

Article 14. The towermen appointments of all classes will be made by the Overseas Minister, but the distribution of the towermen throughout the lighthouses will be done by the Governor General upon the recommendation of the Chief Engineer for Public Works.

Article 15. Promotions will be rigorously regulated by longevity, a rise in class can only be obtained after serving in the lower class at least two years before <prior>.

Article 16. The towermen irrespective of class, will be admitted to the lighthouses assigned <only> with a written instruction by Corps of Engineers to the towerman 1st class of the lighthouse or the acting towerman 1st class.

Article 17. As soon as the towerman assume their duties, they will report to the town's mayor their credentials so that they be entered in the local registry.

Article 18. The Overseas Ministry will determine the towermen uniform for all their duties, whether inside or outside <of> the lighthouse during and after their morning duties.

Article 19. Towermen that resign their post will be dropped from the registry and will not be able to re-enter the service unless they have left the service for a just cause.

Chapter 2.

Duties and Responsibilities of the Towermen

Article 20. The duties of all Towermen are : to turn on the illumination, keep watch at night, clean and maintain all illumination and rotation mechanisms, likewise the furniture, buildings and grounds, record and annotate in the registry all weather events, and carry out all instructions passed on to them by the chief engineer or their immediate supervisor.

Article 21. In addition, the Towermen in charge of Lighthouses:

1. Must receive a complete inventory of the buildings furniture and equipment signed by both the incoming and the outgoing towermen. A copy will be provided to the Chief Engineer by the incoming towerman.
2. Receive from <outgoing> towerman a detailed description of the illumination apparatus, lenses detailed in millimeters, prisms condition and any defect present so as to maintain a record of the condition of the equipment.
3. Towermen 1st class, upon taking charge of a Lighthouse, will send the above report to the Island Chief Engineer, signed by the incoming and outgoing towermen so as to keep a precise record of the condition of the equipment.
4. The towermen will alternate duties in a rotating basis without distinction of rank or any other consideration.
5. Report without delay or concern for any disciplinary action that may fall on the others, any unexplained defect, deterioration or disappearance of any equipment.
6. Keep a diary of all observations made during the night.

7. Maintain a register of weather conditions advised by superior officers.
8. Maintain two other registries. One detailing the use, consumption and oil level and another detailing the lighthouse furniture inventory and its condition.
9. Keep and maintain official correspondence.
10. Notify the Chief Engineer of all activities and lights seen at night and any malfunction or defect in the illumination mechanisms or buildings.
11. Make timely requests of any and all provisions needed for the operation of the lighthouse.
12. Observe all regulations detailed in this document and all instructions and orders received from the Chief Engineer.
13. Notify the Chief Engineer immediately of any violation committed by towermen under your orders.
14. On the last day of every month, notify the Chief Engineer of the current state of the service <equipment>.
15. Towermen in charge of a Lighthouse, after the completion of their daily duties described in articles 27, 28, 29 up to one hour prior to illumination may allow up to six visitors, their names and address must be recorded in a registry.

Article 22. Lighthouses that have only one towerman will also comply with the dispositions listed in the prior item.

Article 23. Subaltern Towermen will also receive an inventory of furniture and other items for their use.

Article 24. Except for the natural deterioration, wear and tear of the furnishings, towermen will be responsible for restoring any furnishings destroyed due to neglect or mis-use.

Article 25. Towermen will sand and paint all iron works, including handrails, doors, windows, walls inside and out. In addition, they will clean and paint the lighthouse tower except for those areas that cannot be reached.

<In>Those towers that are made of metal, towermen will sand and paint those areas that are accessible.

In the event that the duties prevent the towermen from completing these duties, or when these duties require the hiring of others, the towerman in charge will assure that these repairs are completed according to his instructions.

Article 26. The towerman on duty during the last shift will alert all staff to be present on the tower half an hour before turning the light off so that the equipment's condition and functionality can be assessed by all.

Article 27. From daybreak and immediately..... END OF DOCUMENT.

