

Jyväskylä Prison

Information for prisoners

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Contents

General.....	3
Personal official and induction	4
Sentence plan	4
Decision on term of sentence	4
Probationary liberty under supervision.....	5
Basic care and accommodation	5
Accommodation premises	5
Clothing, linen, and clothing maintenance	6
Cleanliness.....	6
Catering and grocery shopping.....	6
Smoking	7
Possession of property.....	7
Goods in possession	7
Delivery of goods to prison	8
Handing over goods to be taken outside the prison	8
Keeping a motor vehicle in the prison parking area	8
Contacts with the outside world.....	8
Use of telephone	8
Letters and postal items	9
Receiving email.....	9
Use of internet and online workstations	10
Income and use of money	10
Income	10
Use of money	11
Visits.....	11
Visits by under 18-year-olds	11
Prison leaves	12
Prison leave based on the length of the term of sentence	12
Prison leave for an important reason	13
Prison leave for a particularly important reason	13
Participation in activities.....	13
Work activities	13

Education	14
Rehabilitation activities	14
Online services.....	14
Exemption from the obligation to participate in activities for a fixed period.....	14
Free time	15
Free time activities	15
Library	15
Religious activities.....	15
Health care	15
Behaviour in prison	16
Right to file a complaint or request an administrative review	16
Filing a complaint	16
Contents of a complaint.....	17
Sending a complaint to an authority overseeing legality	17
Request for an administrative review	17
Staff and managing affairs	18

General

You have arrived in Jyväskylä Prison, which is an open prison in the Criminal Sanctions Region of Eastern and Northern Finland. Jyväskylä Prison has 60 prisoner places for men. Jyväskylä Prison is a substance-free unit, where you are required to commit yourself to abstinence from substances. The abstinence from substances is monitored with the help of substance testing. In Jyväskylä Prison, prisoners are supervised electronically.

You are now reading the information leaflet for prisoners in Jyväskylä Prison. The purpose of this leaflet is to tell about the operation of this prison and the practices linked to serving a sentence. You should also read the prison order, which contains more detailed provisions than the law and the decrees and regulations issued under it. Each ward has a daily schedule, where you can find the timetable of the ward, including mealtimes and working hours. In addition, each accommodation ward has a folder containing the provisions on imprisonment, i.e., the acts, decrees, regulations, and instructions. The folder and daily schedule are kept in the common areas of the wards.

You can find a list and contact information of the authorities supervising the operation of prisons on the notice board of the ward. Notifications concerning the prison are given separately and can be read on the notice boards of the wards. Ward meetings are arranged in each ward on Mondays, and everyone is obligated to attend. The wards meetings address current issues and give you an opportunity to discuss with the staff members.

Foreign prisoners can be in contact with the diplomatic or consular mission of their home country and, where possible, they are provided with interpretation services.

In all unclear matters, you can turn to the staff in order to obtain correct information and instructions.

A map of the prison area is attached to this leaflet.

Address of the prison: Ramoninkatu 4, 40100 Jyväskylä

Telephone: +358 29 568 7500

Email: jyvaskyla_vankila_ja_yhdyskuntaseuraamustoimisto@om.fi

Personal official and induction

You are appointed a personal official for the duration of your prison sentence. The personal official is actively present in the daily life of your prison term and takes care of the smooth progress of the enforcement of your sentence. With the personal official, you can discuss issues concerning you, such as the goals of the sentence plan and how to advance and achieve them, the preparation of permission (for example, prison leaves), the use of online services, and other everyday matters.

When you arrive in Jyväskylä Prison, the supervision staff will guide you to your own ward and introduce the prison facilities to you. They will also give you the devices for electronic monitoring and show you how they work.

Your personal official will invite you to an arrival interview as soon as possible after your arrival in prison. In the arrival interview, you will go through your situation and agree on further measures and practicalities. You can agree on possible free-time activities outside the prison with your personal official.

Sentence plan

An individual sentence plan is drawn up for you before you arrive in prison. It guides the serving of the sentence term, release, and conditional release. The sentence plan includes goals you should try to achieve during your sentence term. The plan and the offered options determine in which activities you will be placed in prison. You can influence the progress of your sentence plan by working together with the staff towards the goals set out in the sentence plan. The progress of the sentence plan affects, among other things, prison leaves and the placement in probationary liberty under supervision. The realisation of the sentence plan is monitored regularly and reviewed in prison at least three times a year.

Your personal official is responsible for keeping your sentence plan up to date and, if need be, calls together a team that consists of other prison staff members, such as a work supervisor, psychologist, social worker or supervision staff, or third sector parties.

Decision on term of sentence

The Enforcement Unit makes a decision on your term of sentence at the beginning of your imprisonment. The decision includes the grounds for calculating the term of sentence, the date when the prison sentence or the conversion sentence for unpaid fines is served, the date of conditional release or other release, and the end date of the probationary period. In addition, the decision includes the earliest date for a prison leave granted based on the length of the term of sentence.

A decision concerning the term of sentence of those serving a sentence of life imprisonment includes the earliest date when the prisoner may be conditionally released. A decision concerning a combination sentence indicates the supervision term and its start date.

In matters relating to a sentence and the term of sentence, you can contact the liaison official handling enforcement in the prison. In Jyväskylä Prison, the liaison official handling enforcement matters is the assistant director.

Probationary liberty under supervision

Placement in probationary liberty under supervision is possible at the end of the sentence term if the conditions for probationary liberty under supervision are met. You can be placed in probationary liberty under electronic supervision a maximum of six months before your conditional release.

Preparations for probationary liberty under supervision are made carefully together with the prison staff. You can influence the possibility of probationary liberty under supervision by being active and working together with the staff towards the goals set out in the sentence plan and by behaving properly during your sentence term. You can also apply for probationary liberty yourself.

In Jyväskylä Prison, your personal official tells you about the matters related to probationary liberty in good time before it begins. Your personal official is responsible for initiating the process of probationary liberty.

Basic care and accommodation

Accommodation premises

The accommodation rooms are furnished. The rooms are equipped with a television and a radio. Your personal belongings must fit in the storage facilities reserved for them in your accommodation room. You must pay attention to fire safety.

When you arrive in Jyväskylä Prison, you will get a coded key, which allows you to access your own ward and room. Keep the door of your accommodation room locked whenever you leave the room so that your belongings are safe. You must not leave the key in the lock on the door. When you leave the prison area, you must leave the key at the reception, where you have a personal locker. If you lose your key, you are obligated to pay EUR 25 for it.

The night hours start at 22.00 and end at 6.00. During the night hours, you must keep quiet and allow others to sleep. After midnight, you must stay in your own room. At night between 24.00 and 6.00, you

are allowed to go smoking once outdoors in the assigned smoking area. Cooking, cleaning, etc. must be done before the night hours.

Clothing, linen, and clothing maintenance

In an open prison, you can wear your own clothes. However, the possession of your own clothes may be denied if, for instance, the order or security of the prison so requires. If the possession of a piece of clothing is denied, you have the right to get a decision on the matter with instructions on submitting a request for an administrative review. You can only have that many clothes in your possession at a time what is appropriate when taking into account, among other things, the storage facilities and fire safety of your accommodation room.

You must be dressed properly within the prison area. You can always ask the prison staff about proper clothing.

When you participate in work activities, you must wear clothing in accordance with the regulations of the workshop due to, for example, occupational safety. If the work requires you to wear protective clothing, you get appropriate work clothes and protective clothing.

The prison provides bedlinen, such as sheets, and curtains, mats and bedspreads.

All textiles provided by the Criminal Sanctions Agency (for example, bedlinen) are washed in a laundry outside the prison. The prison staff tells you the days when the textiles are changed. You are responsible for washing your own clothes in the laundry room of your ward. The staff can help you with the use of the machines.

Cleanliness

You must take care of the cleaning and sanitation of your accommodation room and the common living areas as well as to household chores. The prison staff gives you more detailed guidance on the practices and division of tasks regarding the cleaning up of the common areas.

Catering and grocery shopping

In Jyväskylä Prison, the catering is arranged so that the prisoners make their own food in the accommodation wards and get a food allowance for buying foodstuffs.

Prison pays a food allowance of EUR 7.60 per day. The food allowance is not paid during prison leaves.

You must buy enough foodstuffs for your meals for a week. The prison staff can guide and advise you to prepare your own meals if you want.

If you need a special diet due to health reasons or a religious or other well-founded conviction, you should tell it as soon as you arrive in prison.

You can go shopping in the local grocery shops twice a week on Tuesdays and Fridays. More precise shopping times are in daily schedule. Prisoners, who have permission to work or study outside the prison, can do their shopping when they take part in those activities.

If you do not have any food or money to get it when you arrive in Jyväskylä Prison, you must contact your personal official or the supervision staff.

Smoking

Smoking is allowed only in areas meant for smoking, which will be shown to you when you arrive in Jyväskylä Prison. Accommodation wards and the workshop for new prisoners are smoke-free.

Smoking is prohibited in the prisoner train carriages. Due to the prohibition, prisoners travelling in the prisoner train carriages are offered a necessary number of nicotine replacement products.

Possession of property

Goods in possession

You may possess a reasonable amount of personal property taken into account, among others, the storage facilities, fire safety, and possibility of inspections. If the possession of an object or a piece of clothing is denied, you have the right to get a decision on the matter with instructions on submitting a request for an administrative review.

You must read the prison rules carefully. They contain the rules concerning the possession of property and the objects you may not have in your possession.

Please note that if you want to acquire goods from outside the prison, you must make sure that you are allowed to possess or store them before acquiring them.

The prison staff draws up an inventory of property placed in storage in the open prison. At your request, they can also draw up an inventory of especially valuable property given in your possession. Goods that you cannot take in your accommodation room will be put in storage and you will get them back when you leave. This does not apply to goods or substances that are dangerous or illegal.

If you need something from storage, you must contact the prison officers' office.

Delivery of goods to prison

People coming to visit you may bring you a small amount of goods, which that you may have in your possession, such as magazines, clothes, personal utility articles and food products. A visitor may bring goods only to the prisoner they are visiting. The visitor must leave the goods to the prison staff at the prison officer's office and fill in a form, which must include

- your name
- the content of the goods and the name of the person delivering them. The goods brought by your visitor will be inspected in prison.

If it is necessary to get some goods outside the visiting times, you must discuss it separately with the supervision staff.

Please note that the storage facilities in the prison are limited. It is possible that some of your property have to be sent to a place indicated by you due to lack of storage space. You must pay for the costs yourself.

Handing over goods to be taken outside the prison

If you want your family or relatives to take some of your things outside the prison, you can leave them in the prison officers' office before a visit.

Keeping a motor vehicle in the prison parking area

You cannot keep your car in the parking area of Jyväskylä Prison. If you want, you can get a parking space in the neighbourhood.

Contacts with the outside world

Use of telephone

You may be given permission to use a mobile phone. Jyväskylä Prison gives a mobile phone you can use while in prison but you must get the telephone subscription yourself. You must give the phone number of the subscription to the prison officers' office. If you want to use a smartphone in Jyväskylä Prison, you will need a separate permission from the prison director.

You may communicate with people outside the prison by using the phone. You must use your phone in your own room or outdoors where you do not disturb anyone. If you need to use your phone to contact, for instance, official services during the activity hours, you must ask for it separately.

Letters and postal items

You have the right to send letters by post. You can leave letters with paid postal charges in the prison officers' office. Post is picked up from Jyväskylä Prison twice a day.

You can be sent post in prison to the following address: Jyväskylä Prison, Ramoninkatu 4, 40100 Jyväskylä. The postal item must include the following information:

- name and address of the prison
- name of the prisoner
- details of the sender

Please note that if someone wants to send you postal packages in prison, the sender must first write Jyväskylä vankila (Jyväskylä Prison), then your name, and then the address of the prison in the address field of the package. This will ensure that the postal packages arrive in the right place as the prison staff will not pick up the packages sent to you from the post office, but the packages are delivered directly to the prison.

Letters and other postal items may be inspected in prison except for letters from lawyers or authorities supervising the operation of prisons. Letters are delivered to the personal lockers of the prisoners in the room next to the prison officers' office.

If an incoming letter or postal item contains objects or substances, which you are not allowed to have in your possession in prison, you must give them to the staff immediately.

If you want, you can change your address to prison temporarily and get your personal post there. You can change your address by using the internet service with your online banking codes or by filling in a form you can get from the office of the prison officers.

Receiving email

You can receive email in the open prison to the following address: rise.vankiposti.jyvaskyla@om.fi. The sender must write your first and last name in the subject line of the email message and the sender's own first and last name in the message field itself so that you know who sent the message.

For reasons linked to information security, the system deletes all attachments and pictures from the messages. The prison staff prints and delivers only the email message to you.

Use of internet and online workstations

Each ward has an online workstation for prisoners with limited access to the internet and Skype.

If you want to use the internet on some other computer than the prison online workstations, you will need a separate permission from the prison director. When you apply for permission, you must give specific reasons for the use of the internet (for example, studying). The use of the internet may be monitored if need be. You can apply for permission by filling in a separate form.

You can also get permission to send and receive email messages. Email can be used for handling official matters, studies, and communication.

The prison staff can give you further information on the matter and guide you in the use of services that require strong e-identification (many services by public authorities, such as Kela or Tax Administration). Some online services can also be used to reach the goals set in the sentence plan (for example, rehabilitation and education). The start page of the online workstations called Portti (<https://www.rikosseuraamus.fi/fi/index/portti.html>) has links to online services, which are grouped by themes.

You can read more about the possibilities of using online services under the heading Online services. Information on arranging communication via video connection (Skype) is available under the heading Visits.

Income and use of money

Income

When you participate in work, education, or rehabilitation, you are paid a tax-free activity allowance. The activity allowance is EUR 4.62 or EUR 7.35 per day on the days you participate in an activity. The paid category of the activity allowance is based on the achievement of goals set in the sentence plan and the regularity and duration of the participation.

The activity allowance may be left unpaid in part or in full if you receive financial support from other authorities (for example, study grant) for the activity.

If you participate in work performed for some other employer than the Criminal Sanctions Agency, you are paid wages instead of the activity allowance. In such case, you need to bring your tax card.

In addition to the activity allowance or wages, you are paid an expense allowance, which is EUR 1.60 per each prison day before your release, including weekends.

Use of money

The earnings and benefits are paid into your own bank account and you have your own bank card at your disposal. You can keep the money and the payment cards in your possession. If you do not yet have your own bank account or bank card, you must tell the prison staff.

If you want to pay your bills, contact the prison staff.

The nearest cash machine is in the Jyväskylä Travel Centre. If you need to go to the cash machine, you must contact the prison staff.

Visits

You can meet your family and friends during your prison term.

There are different types of visits, such as supervised visits, visits by a child, unsupervised visits, and visits by a legal counsel. In addition, it is possible to communicate via video connection (Skype).

You must read the prison rules carefully. The prison rules contain more detailed information about the times, duration, conditions, and application of visits.

You must remember to reserve a visit in good time beforehand so that we have time to make arrangements for the visit.

The daytime visits are arranged in the multi-purpose facilities of the service building. All facilities in the service building are smoke-free.

You can ask your personal official about other possible meetings with your family. Information on family camps will be put on the notice boards of the wards.

Visits by under 18-year-olds

Allowing a visitor, who is under 18 years old, to enter the prison to visit someone else than his or her parent requires a consent of the person, who has custody of the minor person. However, a visitor, who has attained the age of 15, may visit his or her close relative without the consent of the person, who has custody of the visitor, if that person has not expressly stated that he or she opposes the visit. If a minor visitor has been taken into care, the child welfare authority decides on the consent.

A person who is under 15 years old is not usually allowed to enter the prison without an escort.

Prison leaves

You may be granted permission to leave the prison for a short period of time (prison leave). Prison leave may be granted based on the length of the term of sentence or for an important or a particularly important reason.

The purpose of prison leave is to help you maintain your outside contacts, support your reintegration into society, and reduce the harmful effects caused by your loss of liberty.

You can apply for prison leave in writing by using an application you can get from your ward. You must leave the application for a prison leave and its possible appendices to the prison officers' office. The staff can help you with the application.

The prison director or an assistant director decides on prison leave. In certain cases, the decision on prison leave is made by the Central Administration of the Criminal Sanctions Agency. Prison leave may also be granted under escort.

You must fill in your application for prison leave carefully and in good time beforehand so that we have time to process it.

Prison leave based on the length of the term of sentence

Prison leave may be granted based on the length of the term of sentence when the earliest date for prison leave has been passed.

The prerequisites for granting prison leave based on the length of the term of sentence are the following:

- the granting of prison leave promotes the implementation of the sentence plan
- compliance with the conditions of prison leave may be deemed likely
- you must submit to the substance control and other necessary supervision.

The maximum amount of prison leave based on the length of the term of sentence is three days within a two-month period.

Prison leave for an important reason

Prison leave may be granted for an important reason. A reason considered important may be related to family, work, education, social welfare, housing, subsistence, or health care.

Prison leave is granted for a period necessary to attend to the matter in question.

Prison leave for a particularly important reason

A reason considered particularly important may be related to a serious illness or funeral of a close relative or other close person or other similar reason.

Prison leave is granted for a period necessary to attend to the matter in question.

Participation in activities

You are obliged to participate in activities organised or approved by the prison during the working and activity hours. You may be exempted from the obligation to participate in activities if your state of health, functioning capacity, or age so requires. You are placed in an activity based on, among others, your sentence plan. The activities may be work, education and training, or rehabilitation, such as programmes or individual work.

The staff can help you with all the activities in the prison.

Work activities

In Jyväskylä Prison, all prisoners participate in activities. Everyone starts at the workshop for new prisoners. The staff will evaluate your possibilities of working or studying outside the prison together with you in the workshop. The work activities are educational, which means that you can get competence points or demonstrate your competence linked to a field of study as part of your work. The prisoners can work in the workshop for new prisoners, cleaning and real estate maintenance in the prison.

In some worksites outside the prison, you may be paid open prison wages. In that case, you will need your tax card, which you must bring to the office secretary. The payment schedules are on the notice boards.

You may be given permission to work or participate in traineeship outside the prison during the actual working hours (civilian work). A prerequisite for civilian work is that the wages and other terms of

employment essentially correspond to the terms generally applied in similar work. You can ask your personal official more about the practices related to civilian work.

You may be given permission to carry out, on your own account, such acceptable work that is suitable for being carried out in prison (own work).

Education

You may be permitted to study outside the prison (study permission) in the education institutions in Jyväskylä or the surrounding areas. The staff of the Jyväskylä Educational Consortium Gradia visit the prison every week and can help you with matters concerning vocational education.

Rehabilitation activities

You can take part in rehabilitation activities individually or in groups according to the goals of your sentence plan. Individual rehabilitation activities include, among others, discussions on substance use, anger management courses, the Behaviour-Interviewing-Change Programme, discussions on children, a programme for sex offenders, a traffic safety programme and a programme designed for women (VINN). Some of the programmes are also arranged for groups. In addition, you can work individually with a psychologist. You can discuss with your personal official which method would be best for you.

Some rehabilitation activities are also arranged by our cooperation partners, such as the Finnish home economics organisation Martat, the Mother and Child Home in Jyväskylä, Jyväskylä parish and different projects. Information on them is put on the notice boards.

Online services

The implementation of the sentence plan can also be advanced by using online services. The use of online workstations is described under the heading Use of internet and online workstations.

Jyväskylä Prison encourages prisoners to use the online services when contacting different authorities. Each ward has an online workstation, which the prisoners can use. The instructors responsible for online services (criminal sanctions officials Kauppinen and Salmela) and also other staff members can help you with the use of the online workstations.

Exemption from the obligation to participate in activities for a fixed period

If you participate in activities regularly and the implementation of your sentence plan allows it, you may be exempted from the obligation to participate in activities for two weekdays per each calendar

month during which you have regularly participated in activities. You can apply for an exemption by filling in a separate form.

Free time

Free time activities

In your free time, you can participate in free time activities arranged in the prison in accordance with the prison's daily schedule and range of activities. You can participate in the planning and arrangement of free time activities by proposing different free time activities to the prison official responsible for them.

Jyväskylä Prison has a gym and you can also exercise outdoors. You can also take part in free-time activities outside the prison if you fulfil the required conditions. You can find current information on free time activities on the notice board and in the daily schedule of your ward. If you take part in free-time activities outside the prison, you will get a personal schedule.

Library

You can use the public library services of Jyväskylä, but you will need separate permission for it. You are personally responsible for the books and other material you borrow.

Religious activities

You have a possibility to take part in religious events and discuss religious issues. Different religious groups visit Jyväskylä Prison regularly. Information on their visits is on the calendar in the notice board. You can apply for a prison leave to attend the religious events of your own religion. Please contact the staff if you need help.

Health care

The Health Care Services for Prisoners has a polyclinic in the prison where you can handle matters related to your health. In the polyclinic, you can book an appointment with a physician and a dentist. The nurse is there on Tuesdays and Thursdays. You can call the nurse between 10.00 and 11.00. The nurse's number is on the notice board and you can also ask the staff to give it to you if need be. You can also contact the polyclinic in mental health issues.

If the Health Care Services for Prisoners cannot treat your illness or injury, you will be temporarily transferred to treatment or examination outside the prison.

If you need an appointment, fill in the general inquiry form and leave it in the box meant for the health care services for prisoners.

Medication given to patients must be taken as instructed by the doctor. You must return any unused medication in the pill dispenser.

If you have sudden health issues, contact the prison staff.

Behaviour in prison

Imprisonment is controlled by various rules and regulations. Please remember to read the Imprisonment Act and the prison rules as well as the daily schedule of your accommodation ward, which can be found on the notice board of the ward.

You must behave in an appropriate manner towards prison staff, other prisoners, and other people. You must also follow the instructions and orders of the staff.

A disciplinary punishment may be imposed on you if you violate the Imprisonment Act, the Imprisonment Decree, a regulation of the Central Administration of the Criminal Sanctions Agency, or the prison order.

In addition, a disciplinary punishment may be imposed on you if you commit an offence in prison or otherwise under the supervision of a public official of the Criminal Sanctions Agency for which the maximum expected punishment is a fine. Such offences include, among others, unlawful use of narcotics, obstruction of a public official, resistance to a public official, petty assault, assault or attempted assault, petty criminal damage, criminal damage, menace, and procurement of a weapon by a prisoner.

If you intentionally or through negligence cause damage to the prison (for example, lost or broken devices), you are liable to compensate it. As a last resort, the matter will be decided in court.

Right to file a complaint or request an administrative review

Filing a complaint

If you feel that you have been treated inappropriately or suspect that an authority or a public official has not complied with the law or fulfilled the obligations, you can file a complaint to an authority that oversees legality. However, the aim should be to solve problems and conflict situations primarily by discussing the matter with the staff. It is usually the quickest way to solve it.

You must file the complaint in writing and you can formulate it freely in your native language. The complaint must include the name and contact information of the person filing the complaint. You should also attach the possible decisions on the matter and other relevant documents to the complaint. An administrative complaint concerning a matter dating back more than two years is not admitted for examination without a special reason.

Contents of a complaint

1. The person filing the complaint has to specify, which act or omission of the Criminal Sanctions Agency or its official the person criticises.
2. The complaint must include the grounds for considering the conduct of the Criminal Sanctions Agency or its official to be wrong.
3. The complaint should provide information about the time of occurrence of the act or omission in question.
4. The person filing the complaint should mention if a complaint on the same matter has been filed elsewhere.

Sending a complaint to an authority overseeing legality

The legality of the operation of the Criminal Sanctions Agency and its units and officials is monitored by the internal control of the Criminal Sanctions Agency. In addition, the operation of the Criminal Sanctions Agency is overseen by, among others, the Parliamentary Deputy Ombudsman. A complaint concerning the same matter cannot be filed to more than one overseer of legality. You can find a list of the authorities overseeing the operation of prisons, for example, on the notice board of your ward. You can post your complaint directly to the authority overseeing legality yourself or ask the prison staff to send your complaint for you.

The Criminal Sanctions Agency is not competent to investigate complaints regarding the health care or medical treatment of prisoners. The legality of the health care and medical treatment of prisoners organised and provided by the Prisoners' Health Care Unit is overseen by the Regional State Administrative Agency of Northern Finland.

Request for an administrative review

A request for an administrative review is the primary means of legal remedy and appeal. You can request for an administrative review of decisions made by the Criminal Sanctions Agency that are listed in the Acts on different sentences (Imprisonment Act, chapter 20, section 1; Remand Imprisonment Act, chapter 15, section 1; Act on Probationary Liberty under Supervision, section 40). Such decisions include instructions on submitting a request for an administrative review. A request for

an administrative review must be submitted in writing within seven days from the date of service of the decision. A decision regarding a request for an administrative review may be appealed against to an administrative court.

In principle, the complaint process is not meant for those decisions that are eligible for a request for review. However, the complaint process can be used to investigate the procedures, such as has the right to request a review been realised.

Staff and managing affairs

The objective of the enforcement of imprisonment is to increase your readiness to lead a life without crime by promoting your reintegration into society. The members of the prison staff work with you in various ways based on their job descriptions towards this objective. The aim of the work is to promote your physical, mental, and social well-being and help you to achieve the goals set for the term of your sentence. If you have any questions, you can always turn to your personal official or other member of the prison staff.

Many outside cooperation partners visit and work in the prison. You can discuss with them and participate in different rehabilitative activities organised by them. You can get more information on these outside cooperation partners from the notice board of your ward and the staff.

You can meet the staff members at times reserved beforehand. You can leave a request to meet your personal official or other official by filling in the general inquiry form. You can get the general inquiry forms from the prison officers' office and return them there, too. In urgent matters, you can send a text message or call.

Director

Tuula Tarvainen