

Vantaa Prison Guide

Vantaa Prison

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1 General information

1.1 About the prison

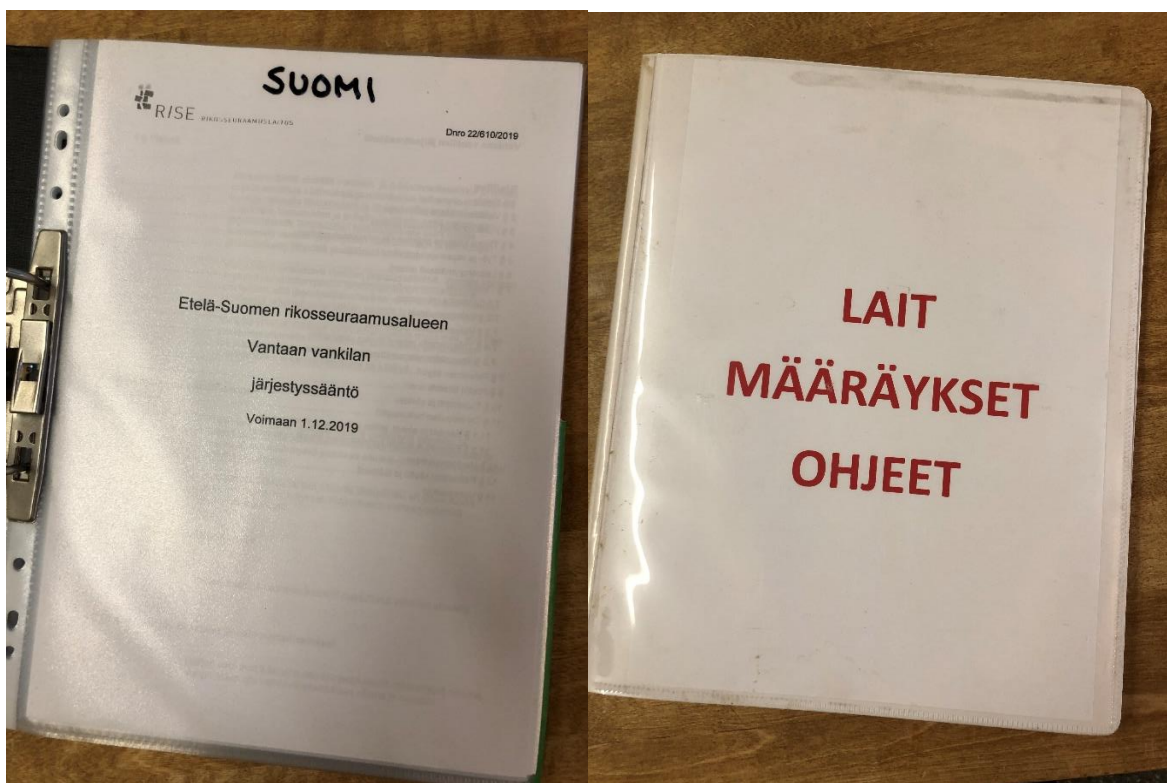


IMAGE 1. Vantaa Prison

You have arrived in Vantaa Prison. Vantaa Prison started operations in 2002. Its core task is the enforcement of remand imprisonment and prisoner transport. The purpose of remand imprisonment is to secure the criminal investigation, court proceedings and enforcement of a sentence and to prevent the remanded person from continuing criminal activities.

The particular goals for Vantaa Prison's operations include motivating remand prisoners to change, decreasing their use of intoxicants, as well as preparing them for serving their sentence or for release, taking into account the individual needs and enforcement processes of each prisoner. Remand prisoners are not obliged to participate in prison activities. Rather, their participation is based on their personal willingness and motivation. There are a limited number of work and activity possibilities in the prison, so we are unfortunately not able to fulfil every prisoner's wishes.

You are reading the information leaflet of Vantaa Prison. The purpose of this leaflet is to tell about the operation of this prison and the practices linked to remand imprisonment and serving a sentence. You should also read the prison order, which contains provisions that you must follow. The order is available in eleven languages and can be found in a folder in the immediate vicinity of the ward's notice board. Also read the folder containing the laws, regulations and instructions regulating imprisonment. Each ward has a daily schedule that shows the ward's timetables, such as when the cell doors are open, outdoor exercise times, mealtimes and activity hours. The daily schedule is posted on your ward's notice board.



IMAGES 2 and 3. Vantaa Prison Order folder; Laws, Regulations and Instructions folder

It is important to put your affairs in order after your arrival in the prison: housing, Kela support and applications, notifications to the employment office, etc. You can turn to the prison's specialised staff for help with these matters. If you do not have counsel, a list of available legal counsel is available from the guard. You can always turn to the prison staff if you have any questions.

A foreign remand prisoner has the right to be in contact with the diplomatic or consular mission

representing his or her home country, and interpretation will be arranged for them if possible. The communications of remand prisoners with the mission can be restricted for particularly weighty reasons related to the criminal investigation.

Your remand will also impact your family and intimates. Especially if it is your first time, your imprisonment can come as a complete surprise to those close to you and be a cause of concern and uncertainty. The "Läheisen opas" (Guide for friends and family) available on the Vantaa Prison website contains answers to questions about prison practices. We hope it will be of help to your family and intimates in their new situation.

The contact details of Vantaa Prison are:

- Vantaa Prison
- Address: Siltaniitynkuja 2, 01260 Vantaa, Finland
- Telephone +358 29 56 82400
- Fax +358 29 56 82499
- Email: vantaa.vankila@om.fi

1.2 Personal officer and induction

You are appointed a personal officer for the duration of your remand imprisonment. The personal officer ensures the smooth progress of your remand imprisonment and is actively involved in your daily life. You can discuss personal affairs, such as meetings, the use of online services, and other everyday matters with your personal officer. The personal officer will conduct your arrival interview and familiarise you with the prison's operation, ward activities and the daily schedule. They will inform you of the prison rules and the rights and obligations of prisoners.

1.3 Sentence plan

A personal sentence plan (Ransu) will be drawn up for you at the assessment centre. In some cases and subject to your consent, the preparation of the plan can already be started during your remand imprisonment in Vantaa Prison. The sentence plan guides you in serving your sentence, as well as your release and probationary freedom. Your sentence plan defines the objectives you should work to achieve during your sentence. You will be placed in prison activities based on the plan and the possibilities available in the prison. You can influence the progress of your sentence plan by cooperating with prison staff in working towards the objectives set in the plan. The progress of the sentence plan affects matters such as prison leave and placement in an open institution or supervised probationary freedom. The realisation of your sentence plan is monitored on a regular basis, and the plan is reviewed at least three times per year in prison.

2 Remand imprisonment

Remand imprisonment is not a punishment, but a coercive measure implemented during the pre-trial investigation and trial. Its purpose is to secure the criminal investigation, court proceedings and enforcement of a sentence and to prevent the remanded person from continuing criminal activities. Remand imprisonment is ordered by a court that decides to remand the suspect of an offence. Remand imprisonment ends when a court, prosecutor or the police (or other official with the power of arrest) releases the remand prisoner. At the latest, remand imprisonment ends when the District Court judgment becomes final or, if the District Court judgment is appealed, until the Court of Appeal issues its judgment.

However, if a remand prisoner is sentenced to imprisonment, the remand prisoner may consent to the enforcement and abide by the judgment even before the judgment has become final. In that case, the sentenced person starts serving the imposed sentence of imprisonment and the person's status changes from remand prisoner to prisoner.

The rights and obligations of remand prisoners differ partly from those of sentenced prisoners. For example, remand prisoners' communications can be restricted under the prerequisites laid down in the Coercive Measures Act. The restrictions on communications can include restrictions on correspondence, telephone use, visits or other contact with the outside world, as well as restrictions on associating with specific apprehended, arrested or remanded individuals.

The court decides on restrictions to communications and extending such restrictions. Remand prisoners cannot be given permission to carry out, among other things, civilian work, studies, or other supervised activities outside the prison. Moreover, remand prisoners cannot be placed in an institution outside the prison.

If a remand prisoner is sentenced to unconditional imprisonment for an offence for which the remand prisoner was imprisoned, the period of remand imprisonment is deducted from the sentence of imprisonment. If a remand prisoner has been unduly imprisoned, they are entitled to compensation for the loss of liberty from the State. Compensation is applied for from the State Treasury. Remand imprisonment can begin suddenly, with no time to prepare for it. You can turn to the staff about any concerns you may have.

3 Imprisonment and the objectives of enforcement

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

3.1 Decision on the term of sentence

The Enforcement Unit makes a decision on your term of sentence at the beginning of your imprisonment. The decision indicates the grounds for calculating the term of sentence, the date on which the prison sentence or conversion sentence for unpaid fines will have been 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 prison leave granted on the basis of your term of sentence.

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

3.2 Probationary liberty under supervision

Probationary liberty under supervision is not possible during remand imprisonment. It is only possible at the end of your term of sentence after your sentence plan has been drawn up, 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 such probationary liberty are made carefully together with the prison staff. You can also apply for probationary liberty yourself and influence your chances of success 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.

4 Basic care and accommodation

4.1 Clothing, linen, clothing maintenance and cleanliness

You can wear your own clothes in prison. The use of the prisoners' own clothes may, however, be restricted based on considerations such as order in the prison. If the possession of a piece of clothing is restricted, you have the right to get a decision on the matter with instructions on submitting a request for an administrative review. You must be dressed properly within the prison area. If there is something unclear about proper dress, you can always ask the prison staff. You are entitled to prison clothes in addition to or instead of your own clothes.

When you participate in work activities, you must wear clothing complying with the regulations of the workshop due to, for example, occupational safety. If the work requires you to wear work clothes, you will be issued with appropriate work clothes and protective clothing by the prison.

The prison provides bedlinen, such as sheets, for your use there. All textiles (bedlinen and prison clothes) provided by the Criminal Sanctions Agency are washed in a laundry outside the prison. Bedlinen is changed every two weeks. The prison staff will tell you the days when the textiles are changed. You are responsible for washing your own clothes in the ward's laundry room.

In prison, you must take care of the cleanliness of your own cell. Every prisoner must tidy up after themselves in the common areas, such as after cooking. You must sort all rubbish in the bins according to the instructions. The prison staff will give you more detailed guidance on the practices and division of tasks for cleaning the common areas.

4.2 Catering and prison canteen

Catering in Vantaa Prison is provided by Leijona Catering Oy. They offer a tasty, varied and nutritionally balanced diet. The quality of their meals is ensured by recipes tested in their own professional kitchen and by using only the best ingredients.

Prisoners are served 3–4 meals per day every day of the week: breakfast, lunch, dinner and supper. On weekends and holidays, the prison usually serves a heartier breakfast, combined lunch and dinner, and supper.

Special meals are prepared for prisoners observing a special diet due to health reasons, religion or personal conviction. According to chapter 3, section 4 of the Remand Imprisonment Act and chapter 7, section 5 of the Imprisonment Act, exceptions to the basic diet are made if this is justified due to the health of the prisoner or a religious or other well-founded conviction. The prison is required to accommodate such special diets under the aforementioned provision of the Imprisonment Act and the general instructions issued in the Central Administration Unit's regulation. You should tell us as soon as you arrive in prison if you need a special diet due to health reasons or a religious or other well-founded conviction.

Groceries, sanitary products and tobacco can be purchased from the canteen. It also sells telephone credit, post cards and stamps, and coffee makers, among other things.

Prisoners can shop in the canteen once per week by ordering their products from the canteen as specified in the daily schedule. The canteen's selection is listed in your ward. Your shopping will be delivered to the ward, where you will pay for them with the Criminal Sanctions Agency's payment card (MasterCard).



IMAGE 4. Canteen

4.3 Smoking

Smoking is only allowed at smoking stations, on balconies and during outdoor exercise. Smoking in the cells is prohibited! Possession of cigarettes and smoking accessories is only allowed for the duration of smoking. At other times, you must leave your cigarettes and smoking accessories in the care of the ward staff. Smoking is prohibited in the prisoner train carriages and during prisoner transport. Due to the prohibition, prisoners travelling in the prisoner train carriages are offered the required amount of nicotine replacement products.

5 Possession of property

5.1 Goods in possession

You may possess a reasonable amount of personal property taking into account limitations such as storage facilities, fire safety and 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.

In a closed prison, you are not permitted to give items in your possession to other prisoners without permission from the prison staff.

Read the prison rules carefully! They contain the rules for 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 keep them before acquiring them.

The prison staff will draw up an inventory of the property you brought with you. Goods that you cannot take in your cell will be put in storage and you will get them back when you leave. This does not apply to dangerous or illegal goods or substances.

Contact reception with a service form if you want to exchange items in your cell with items in storage or vice versa.

5.2 Delivery of goods to prison

Your visitors may bring you a minor amount of items permitted by possession regulations, such as magazines, clothing and personal utility articles. Bringing sanitary or cosmetic products, foodstuffs or tobacco products into the prison area is prohibited. Visitors must submit the items to prison staff for inspection at the gate.

The prison's possession regulations, limited storage space and the fire load caused by the items are taken into account when assessing the type and amount of property accepted. Property that cannot be stored in the prison will be sent at your expense to an address indicated by you. You are permitted to possess a maximum of 50 recordings (such as CD,

DVD and Blu-ray discs and console games) along with 10 books and 20 magazines at a time. It is not necessary to have your own clothes delivered to the prison. You can also use prison clothes; appropriate clothing is supplied for all seasons. The wards are equipped with washing machines for washing your laundry.

Vantaa Prison notifies the police of all narcotics discovered!

5.3 Handing over goods to be taken outside the prison

You can hand over goods to your visitors in connection with weekend meetings. Deliver the goods to be handed over to the prison reception in good time before the weekend. If you want to hand over goods in storage, specify them on the service form and deliver the form to reception. Remember to also specify the visitor to whom you will hand over the goods.

6 Contacts with the outside world

6.1 Telephone use

There is a common telephone in each ward. You may communicate with people outside the prison by telephone if your communications have not been restricted. You will be given two euro of telephone credit upon arrival in the prison. You can buy more telephone credit from the canteen, which you are allowed to visit once per week according to the daily schedule. Read the prison rules carefully. They list the times when the telephones are available for use in each ward and the regulations concerning the use of telephone. **You cannot receive telephone calls in prison and information about prisoners is not given over the telephone to people outside the prison.**

The officers on duty will not convey call requests to prisoners!

6.2 Letters and postal items

You have the right to correspondence by post if your communications have not been restricted (more information about the restrictions of communications is under the heading 2 Remand imprisonment). Leave your outgoing letters in your accommodation ward's mailbox. The mailboxes are emptied every weekday after breakfast. The name of the sender must be written clearly on post sent out of the prison. If you do not want to write your name on the postal item, give it personally to a prison staff member.

You can receive post in prison. Your post will be delivered to you if your communications have not been restricted for reasons related to a criminal investigation. Post sent to you should be addressed to:

- Vantaa Prison
- Siltaniitynkuja 2, 01260 Vantaa, Finland
- Prisoner's name
- Sender's details

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

You can buy stamps and envelopes from the canteen. Letters and other postal items may be inspected in prison except for letters from lawyers or authorities supervising the operation of prisons. Mail is delivered to wards on weekdays in connection with dinner.

Please note that the sender must first write Vantaa Prison in the address field of parcels addressed to you, followed by your name and the address of the prison. This will ensure that your mail will be delivered, as prison staff will not pick up parcels sent to you from the post office. Posti must deliver them to the prison.

6.3 Receiving email

You can also receive email in prison. Email must be addressed to **vankiposti.vantaa@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. The system deletes all attachments and pictures from the messages for reasons of information security. You will only receive the email message. You can reply to email with letters sent by post.

6.4 Use of the internet and online workstations

You have limited access to the internet on the prison's online workstations.

You may apply for permission to use the internet for a reason related to your livelihood or attending to work-related, educational, judicial, social, or housing matters, or for other corresponding important reasons. When you apply for permission, you must give specific reasons for using the internet (for example, paying bills through an online bank). Your internet use can be monitored if need be. You can apply for permission by filling in a separate form. You can read more about the possibilities of using online services under the heading Online services. Information on arranging meetings via video connection (Skype) is available under the heading Visits.

7 Income and use of money

7.1 Income

You will be paid a tax-free activity allowance if you participate in work, education, or rehabilitation in prison. The activity allowance is EUR 3.01 or EUR 4.26 per day of participation in the activity. The activity allowance usually starts from the lowest category. In the case of sentenced prisoners, the amount of activity allowance is determined by the achievement of goals set in the sentence plan and the regularity and duration of the participation.-The pay of remand prisoners is primarily determined by the regularity and duration of their participation in the activity. The activity allowance may partially or fully withheld if you receive financial support from other authorities (for example a study grant) for the activity.

In addition to the activity allowance, you will be paid an expense allowance of EUR 1.60 per prison day, including weekends.

Upon arrival in prison, remand prisoners may be paid the expense allowances of the first 14 days in advance for making necessary purchases. If you want an advance, address a service form to your ward's Criminal Sanctions supervisor. Any advance paid will be deducted from later expense allowances.

7.2 Use of money

In prison, you will get a personal Mastercard Prepaid Card and a personal IBAN account number connected to it. The prepaid card is used by entering your personal PIN code. Any cash you bring with you into the prison will be loaded onto your prepaid card. The Criminal Sanctions Agency pays all benefits you will receive to the prepaid card.

You can make a single transfer from your personal debit card to your prisoner account after your arrival in prison. Contact the cashier with a service form if you wish to do so.

You can make purchases in the prison canteen with the prepaid card. You can use the Prepaid Card outside the prison after you are released to pay in shops, cafeterias, and on trains, i.e. in places that accept a chip card, and withdraw money from cash machines in

Finland. The prepaid card does not have the contactless payment feature and cannot be used for online shopping. You can use the cardholder's portal to check the balance and transactions on the prepaid card. You can ask the staff about matters related to the use of the prepaid card.

If you want to have money transferred to your card from outside the prison, you must tell your IBAN number to the person making the transfer. Such transfers must be made as SEPA payments denominated in euros and will not incur any additional fees compared to standard domestic transfers. SEPA payment information:

- Recipient's IBAN number. Note! The prepaid card's IBAN begins with the letters IE and is 22 characters long.
- The card's BIC code is BFSRIE21.
- Recipient's name (may not contain special or Scandinavian characters)
- Address (if asked by the prison) the prison's address (Siltaniitynkujja 2, 01260 Vantaa, Finland)
- The following text in the message field: Donation to prisoner

Also follow the instructions of your bank:

- Aktia's customers must choose "New payment" in the online bank and specify Ireland, IE as "Recipient bank's country". The payment is then made as a normal SEPA payment according to the instructions.
- Customers of Säästöpankki must choose Ireland as a valid recipient of payments in the "Edit online bank" section (the selection only needs to be made once). The payment is then made as a normal SEPA payment according to the instructions.
- The transfer will usually take a little longer than a domestic transfer, because prisoner accounts are in an Irish bank.

Please contact the prison staff if you want to send money or pay bills yourself.

8 Visits

You have the right to meet your family and friends during your remand imprisonment if your communications have not been restricted. Meetings with your counsel are not restricted. Vantaa Prison arranges supervised visits, unsupervised visits, visits by counsel and visits by a child. You can also communicate with your family and friends via Skype.

It is not possible to visit the prison without a permission granted in advance. Visitors must prove their identity with official photographic identification. Their name must be listed in the prisoner's visitor list. Visitors must arrive at least 10 minutes before the scheduled visiting time. Visitors may not bring any items, such as handbags or telephones, to the meeting. They should leave their personal possessions at home or in the car if possible. There are locked cabinets for visitors' items at the prison gate. Visitors are subjected to a security check with either a metal detector or trained dog before the visit.

It is prohibited to enter the prison under the influence of intoxicants!

Prisoners' family and friends cannot book visits at the prison. The prisoner books the visit and notifies the visitors of its date and time.

8.1 Supervised visits

You have the opportunity for supervised meetings with visitors on Saturdays and Sundays. Supervised visits last 45 minutes. The visiting times are posted on the ward notice board. Book the visit with a visit form available from the guards. You must write the visitor's name and date of birth and your proposed time for the visit on the form. Return the form to the mailbox by Wednesday. The form will be returned to you after it has been processed by the guard responsible for correspondence. The granted visiting hours and approved visitors will be indicated on the form. Notify your visitors of the time of the visit. You are entitled to a maximum of one visit per day. You can be visited by your spouse and children belonging to the same household, or a single other visitor. Touching is strictly forbidden during supervised visits, and you are not permitted to give anything to your visitors or receive anything

from them. Visits take place in a room with multiple visitors and prisoners. The visitors and prisoners are separated by plexiglass and talk via telephone.



IMAGE 5. Large meeting room

8.2 Visits by under 18-year-olds

Visitors under the age of 18 can enter the prison to visit someone else than their parent only with the consent of the visitor's custodian. However, a visitor who has attained the age of 15 may visit their close relatives without such consent, if the custodian has not expressly stated that they oppose the visit. If a minor visitor has been taken into care, the child welfare authority decides on visits. A person who is under 15 years old is not usually allowed to enter the prison without an escort.

8.3 Supervised visits by children

Prisoners can be visited by their children on Saturdays and Sundays from 11.00 to 12.00 and 13.00 to 14.00. As a rule, these visits are meant for children under the age of 15. Child visits can be arranged every two or three weeks, depending on availability.

The room for child visits has been furnished in a child-appropriate way. There are games, books and toys in the room. The room is under camera surveillance. Application forms for booking a visit are available in your ward. Return the application to the ward's mailbox. The form will be returned to you after it has been processed. You can then notify your visitors of the date and time of the visit. Your visitors may not bring you anything, nor may you give anything to your visitors.



IMAGE 6. Child visit room

8.4 Unsupervised visit

Unsupervised visits are primarily granted to close family members or friends, consisting of:

- spouses and cohabitants, registered partners;
- children and grandchildren;
- parents, foster parents, grandparents and adoptive parents;
- siblings;
- other children living in your family, subject to discretion; and
- other close friends, subject to discretion.

You can apply for an unsupervised visit with an application form available in your ward. Return the application to your ward's mailbox. The prison social worker will check your information from the Population Information System. Verifiable grounds for an unsupervised visit include marriage, residence at the same address and family connection. If the application's processor cannot obtain the required information from the Population Information System, you must acquire the required certificates yourself, e.g. certificate of cohabitation, foreign marriage or birth certificate (officially translated into English, Swedish or Finnish). Visits will only be granted provided that they do not jeopardise order or security in the prison.

If the unsupervised visit is granted, the criminal sanctions supervisor will book a time for it and notify you of the time. You can then notify your visitor of the time. Unsupervised visits are not an automatic right; they are always subject to discretion. You may be granted an unsupervised visit approximately once per month, depending on the number of bookings for the visiting room.

Visiting hours are from 11.00 to 14.00 and 17.20 to 20.20 on weekdays and from 11.00 to 14.00 and 17.20 to 20.20 on weekends. Unsupervised visits or family visits take place in a visiting area with a room, kitchen and bathroom. Visitors cannot bring food or drink to the visit, with the exception of sealed baby food jars. You can buy food and drink for the visit from the prison canteen. Leftovers cannot be taken to the ward. You can leave them in the visiting area's rubbish bin, or the visitor can take them home. Diapers, towels and sheets are available from the guard upon request. Intoxicated visitors are not permitted, and the

visit can be interrupted if necessary. Visitors can be subjected to a bodily search. Violations of visiting conditions can lead to refusal or cancellation of the visit if the conditions for it are no longer met.

You must clean the visiting area after the visit!

9 Prison leave

You may be granted permission to leave the prison for a short period of time (prison leave). If you are serving a prison sentence, prison leave may be granted based on the length of the term of sentence or for an important or a particularly important reason. Remand prisoners may also be granted short prison leave under escort in order to attend to an urgent and absolutely necessary matter.

To be granted prison leave, you must complete a prison leave application and provide an adequate justification for the leave. Assistance on matters related to prison leave is available from your ward's guards and criminal sanctions supervisors. Leave the completed application and its attachments in your ward's mailbox in good time. 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.

9.1 Prison leave based on the length of the term of sentence

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;
- you are deemed likely to comply with the conditions of prison leave; and
- you submit to substance control and other necessary supervision.

Prison leave based on the length of the term of sentence can be granted when the earliest date for prison leave has been passed. The earliest possible date for prison leave is stated in the decision on your term of sentence. Prison leave may be granted before the set date if you have followed the sentence plan dutifully. In such cases, prison leave can be granted for the implementation of the plan or, in individual cases, for the maintenance of the prisoner's outside contacts or ability to function, or for another corresponding reason.

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

9.2 Prison leave for an important reason

Prison leave can also be granted for an important reason. Such important reasons can be related to the prisoner's family, work, education, social welfare, housing, livelihood or health care.

The leave will be granted for the period necessary to attend to the matter in question.

9.3 Prison leave for a particularly important reason

You can be granted prison leave under the required supervision for a particularly important reason during remand imprisonment. Such reasons can include the serious illness or funeral of a close relative.

10 Participation in activities

10.1 Work activities

If you are serving a prison sentence, you are obliged to participate in activities organised or approved by the prison during work and activity hours. You may be exempted from the obligation to participate in activities based on your state of health, ability to function or age. You will be placed in an activity based on your sentence plan, among other things. The activities may consist of work, education and training, or rehabilitation, such as programmes or individual work.

As a remand prisoner, you may not be given permission to carry out civilian work or studies. You may participate in work activities organised by the prison but are not obliged to do so.

The Vantaa Prison workshop consists of three departments: assembly and packing, carpentry and metalworking. In the assembly department, prisoners assemble various electrical components and pack screws. Prisoners working in the carpentry department make furniture and do refurbishment, repair and painting work. Metalwork requires prior experience in the field; diligence and sure hands are the only requirements for the other departments. In addition to the workshop, every prisoner ward employs a cleaner prisoner who takes care of the ward's cleanliness. A few prisoners also work in the prison kitchen, canteen and laundry department. Contact your ward's criminal sanctions supervisor with a service form if you would like to participate in work activities. You may be given permission to carry out, on your own account, such acceptable work that is suitable to be carried out in prison (own work). Such own work can consist of, for example, translation or handicrafts. Depending on the nature of the work, you may be able to work in your own cell. You may be allowed to use tools of the prison for your own work free of charge.



IMAGE 7. Workshop

10.2 Studying

If you are serving a prison sentence, you may study in prison or be permitted to study outside the prison (study permission). Remand prisoners are not eligible for a study permission.

10.3 Rehabilitation activities

The objective of the enforcement of imprisonment is to improve the prisoner's capacity to lead a life free of crime and promote their reintegration into society. The members of the prison staff work with you towards this objective in various ways based on their job descriptions. The aim of the work is to promote your physical, mental, and social well-being. If you have any questions, you can always turn to your ward's personnel or other members of the prison staff.

Many outside cooperation partners visit and work in the prison. You can discuss your matters with them and participate in the diverse rehabilitative activities organised by them.

More information on these functions is available on the ward notice boards and from prison staff.

Vantaa Prison's rehabilitation sector offers the following programmes:

Antiriippuvuudet (Anti-Addictions)

Antiriippuvuudet is a ten-hour group programme for people with substance abuse problems. It deals with a variety of topics, such as addiction, change, the prevention of relapse, and initiating and maintaining change. The programme aims to give its participants information on substance addiction and tools for working towards change, as well as reinforce their ability to make independent decisions, improve their self-knowledge and offer them the opportunity to practise giving and receiving feedback. The groups attend short information sessions and do exercises and assignments. Antiriippuvuudet is intended for all customers of the Criminal Sanctions Agency. Since it is a group programme, participants must have the motivation to process their situation to guarantee a positive atmosphere within the group.

Viisi keskustelua muutoksesta (VKM, Five Discussions about Change)

VKM is an individual programme in which the prisoner can discuss something that they would like to change in their lives. Possible topics for VKM discussions include quitting or reducing substance use, starting studies, adopting a healthier lifestyle, improving the prisoner's intimate relationships or stopping criminal behaviour. The VKM programme consists of five themed discussions, with a total duration of five to ten hours.

Lapset puheeksi (Talking about Children)

Lapset puheeksi discussions are intended for the parents of minors. Their purpose is to chart the child's everyday conditions and to support parenthood and the child's development from prison. Prisoners can get help with questions such as "How to maintain my relationship with my child during imprisonment?" or "How can I tell my child about my sentence?" The Lapset puheeksi discussion takes place over one or two meetings.

The Terve (Good Health) course

is an informational and motivational group course about substance use. It involves four to nine meetings. The objective of the course is to decrease the risks and detrimental effects of drug use to the health and social relationships of prisoners and their family members and peers. The course offers reliable information on risks and alternatives and encourages participants to take care of themselves and others.

Suuttumuksen hallinta (Anger Management)

The Suuttumuksen hallinta programme is aimed at prisoners who have a tendency for impulsive anger that leads to aggressive behaviour. Feeling angry is not the same as acting aggressively, and anger is an entirely natural emotion. The participants of the Suuttumuksen hallinta programme learn methods for controlling the various stages of anger. Prisoners share their experiences and do practical exercises with the other participants. The total duration of the Suuttumuksen hallinta programme is 18 hours.

Mielekäs päivä (A Meaningful Day)

Mielekäs päivä is a group programme of 11 meetings. Its purpose is to emphasise your responsibility for your own life. The participants share their thoughts and experiences with the other group members and seek to improve their interaction skills and problem-solving abilities. The topics include feelings, relationships, conflicts, health, life management, nutrition and exercise.

Uusi suunta (A New Direction)

Uusi suunta is a 16-hour individual programme for prisoners convicted of sex offences, or prisoners concerned about their own behaviour being conducive to sex offending, with a low to moderate risk of reoffending. Denial of your act is not an obstacle to entering the programme. The objective of the course is to learn to work towards meaningful life goals in socially acceptable ways. In other words, what you need to do so that you will not repeat your offence and are able to find a new direction for your life.

10.4 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 the internet and online workstations.

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

Taking into consideration the implementation of your sentence plan, you may be exempted from the obligation to participate in activities for two weekdays per calendar month if you participate in activities regularly.

Prisoners charged with an offence are granted the required exemptions from the obligation to participate in activities so that they can prepare their defence. Prisoners may also be exempted from the obligation to participate in activities for other important reasons or due to a temporary inability to work. The obligation to participate in activities does not apply to remand prisoners.

11 Free time

11.1 Free-time activities

Participation in the activities organised in the remand prison is voluntary for you. Every ward provides the opportunity for one hour of outdoor exercise each day. Depending on your ward, you may also have the opportunity for gym training and playing ball games in the gymnasium. You can find a weekly schedule with current information on free time activities on the notice board and in the daily schedule of your ward. Please contact the sports instructor if you have any questions about exercise.

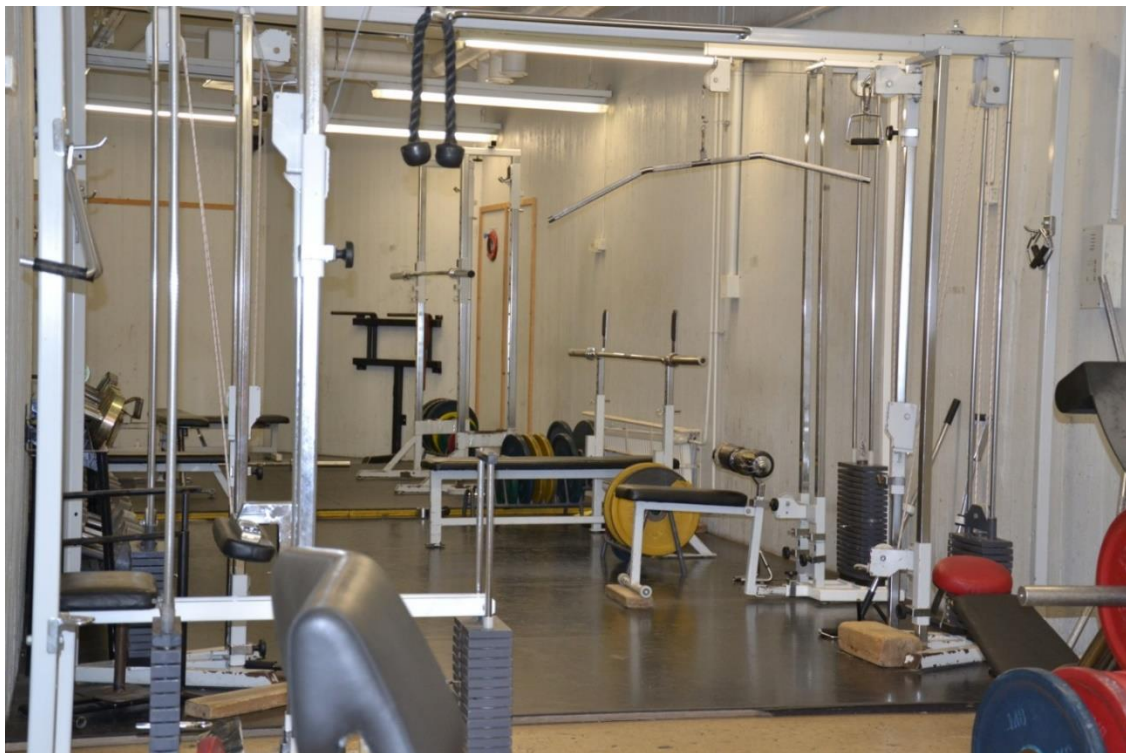


IMAGE 9. Prisoners' gym

11.2. Library

Vantaa Prison has a library from which you can borrow books and magazines. The library's opening hours are indicated in your ward's daily schedule. The wards also have small collections of freely available books. Remember to return the books you have borrowed at the end of the loan period or when you are transferred to another institution or released.



IMAGE 10. Prison library

11.3 Religious activities

You have a possibility to take part in religious events and discuss religious issues. The prison chaplain can advise and guide you in religious matters regardless of your religion. The chaplain's duties include arranging services and prayers with partners, pastoral discussions, baptisms, private confirmation classes and weddings. The bridal couple is responsible for demonstrating that there are no impediments to their marriage and providing the required translations. The chaplain serves as a liaison between different religious communities and arranges the prisoners' external pastoral meetings. The chaplain is the prison's other contact person for family work in addition to the social worker.

If you would like an appointment with the chaplain, leave a completed service form addressed to the chaplain in your ward's mailbox. Common religious services held in the prison chapel are advertised on the ward's notice board.

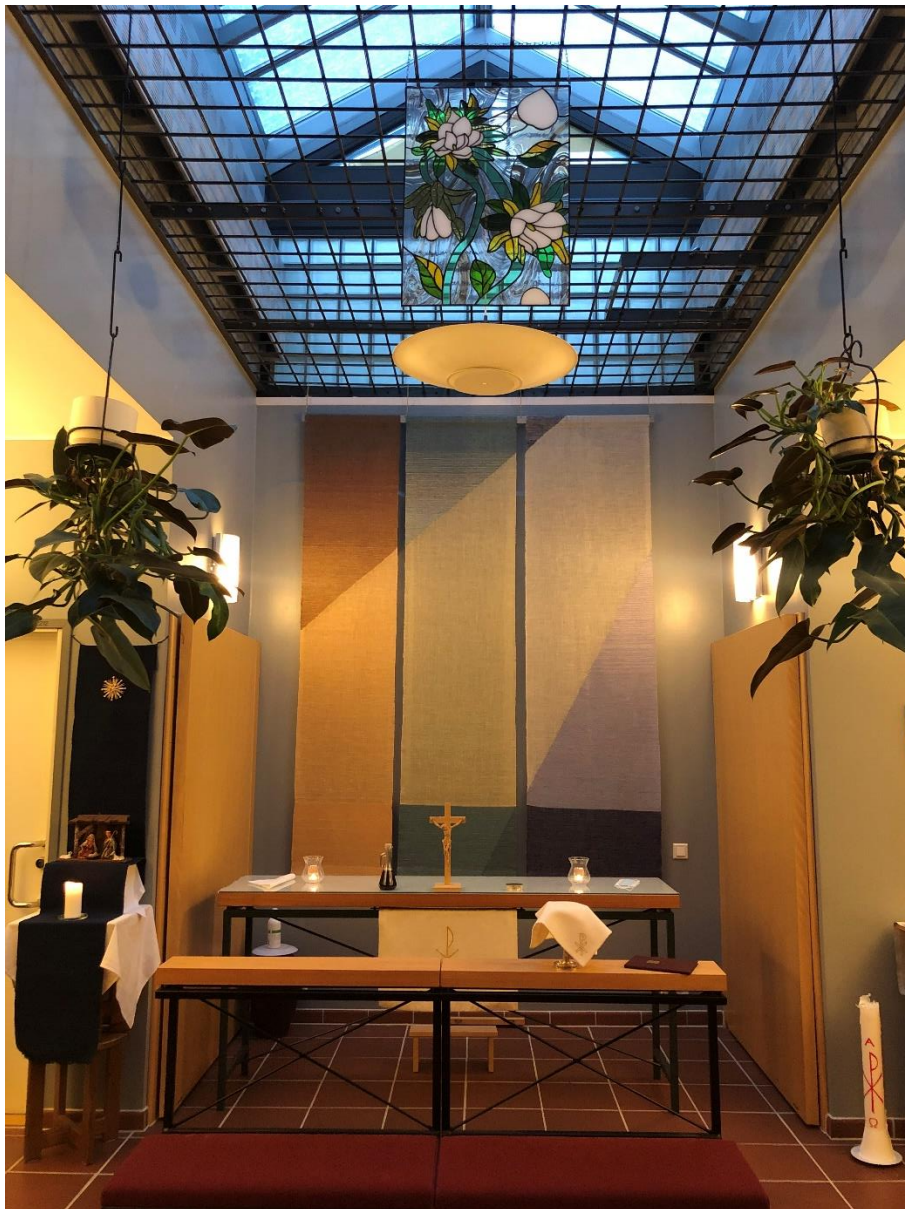


IMAGE 11. Prison chapel

12 Health care

Health Care Services for Prisoners (VTH) operates under the auspices of the National Institute for Health and Welfare (THL) and is responsible for organising healthcare services for all prisoners in Finland. Health Care Services for Prisoners operates a clinic in the prison where you can take care of your healthcare needs. An appointment at the clinic will be scheduled for you in one to three days from your arrival in the prison. You will have a comprehensive health interview charting your underlying conditions, medication and current situation. The clinic will also draw up a care plan for you, which will be kept up to date for the duration of your stay in the prison. You can book appointments with a doctor or dentist through the clinic. A nurse is in attendance at the clinic every day. You may be temporarily transferred to treatment or examination outside the prison if Health Care Services for Prisoners cannot treat your illness or injury. You will be kept under supervision in such cases. You should also contact the clinic if you have mental health issues. You can book an appointment at the clinic by leaving a completed service form in your ward's mailbox in a sealed envelope. You can request an envelope for the service form from your ward's guards. If you have sudden health issues, contact the prison staff.

If you are prescribed medication, it will be given to you in a dispenser. Medicines are personal and must be taken according to the doctor's instructions. If you do not take your medicine, you must return them to the clinic in the dispenser. The guards take dispensers to the clinic for refilling every week.

13 Behaviour in prison

Imprisonment is regulated by various rules and regulations. You should familiarise yourself with the Imprisonment Act, Remand Imprisonment Act and prison rules. Also read the daily schedule of your ward. It is posted on the notice board.

You must behave in an appropriate manner towards the prison staff, other prisoners, and everyone else. 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 Remand Imprisonment Act, or the decrees issued under them, a regulation of the Central Administration of the Criminal Sanctions Agency, or the prison rules. A disciplinary punishment may be imposed if you do not follow a request or order of the prison staff

In addition, a disciplinary punishment may be imposed on you if you commit an offence in prison or while 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, escape or attempted escape, petty assault, assault or attempted assault, petty criminal damage, criminal damage, menace, and procurement of a weapon by a prisoner.

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

14 Right to file a complaint or request an administrative review

14.1 Filing a complaint

You can file a complaint to an authority that oversees legality if you feel that you have been treated inappropriately or suspect that an authority or public official has not complied with the law or fulfilled their duties. However, you should seek to solve problems and conflicts primarily by discussing the matter with the staff. That is usually the quickest way to resolve any issues.

A complaint has to be filed in writing and can be freely formulated in your native language. The complaint has to include the name and contact information of the person filing the complaint. You should also attach any decisions on the matter and other relevant documents to your complaint. Complaints concerning matters more than two years in the past will only be investigated for special reasons.

14.2 Contents of the complaint

1. The complaint must specify which act or omission of the Criminal Sanctions Agency or a public official is being complained about.
2. The complainant must present the grounds on which they consider the conduct of the Criminal Sanctions Agency or official to be incorrect.
3. The complaint should specify when the act or omission occurred.
4. You should also mention if a complaint on the same matter has been filed elsewhere.

14.3 Sending a complaint to an authority overseeing legality

The legality of the operations of the Criminal Sanctions Agency and its units and officials is monitored by the Criminal Sanctions Agency's internal control function. The operations of the Criminal Sanctions Agency are also overseen by the Parliamentary Deputy Ombudsman, among others. You cannot file a complaint about the same matter with more than one overseer of legality. You can find a list of the authorities overseeing the operation of prisons on the notice board of your ward, for example. You can post your complaint to

the authority overseeing legality personally 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 Health Care Services for Prisoners is overseen by the Regional State Administrative Agency of Northern Finland.

14.4 Request for an administrative review

A request for an administrative review is your primary means of legal remedy and appeal. You can request an administrative review of decisions made by the Criminal Sanctions Agency that are listed in the Acts applying to 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 must include instructions on submitting a request for an administrative review. The request for an administrative review has to be submitted in writing within seven days of the decision's date of service. A decision regarding a request for an administrative review may be appealed to an administrative court.

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

15 Staff and managing your affairs

In addition to the supervisory personnel, Vantaa Prison employs instructors, special instructors, social workers and a prison chaplain and psychologist, each with their own specific duties. Their purpose is to motivate prisoners in matters related to rehabilitation and life management. The goals specified in the Criminal Sanctions Agency's strategy are taken into account in all work. You can book an appointment with these professionals by addressing a service form to them. Forms are available in the vicinity of your ward's notice board. Write a brief description of your matter on the form and address it to the appropriate professional. Leave the completed form in your ward's mailbox. If you have any questions, you can always turn to your personal officer or other member of the prison staff.

Vangin nimi Fångens namn Prisoner's name		Vankinumero Fångnummer Prisoner number
Asunto-osasto Avdelning Ward	Sellinumero Cellnummer Cell number	Toimintaryhmä Aktivitetsgrupp Activity group
Virkailija, jolle osoitetaan Mottagande tjänsteman Official who it concerns		
Asia / Ärende / Matter		
Päiväys Datum Date	Vangin allekirjoitus Fångens underskrift Prisoner's signature	

IMAGE 12. Service form