

Prison and Probation Centre for  
Häme and Pirkanmaa

Prison rules for Riihimäki Prison

Entry into force on 1 March 2025

## Prison rules for Riihimäki Prison

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## **1 § General**

These prison rules contain more specific regulations than the Imprisonment Act and the Remand Imprisonment Act and the provisions and regulations issued under the Acts on the movement within the prison area and locking of the premises, wards, arrangements related to visits, telephone use and free time activities, possession of property, and other corresponding individual issues related to the maintenance of prison order and arrangement of activities in the prison.

Prisoners have to comply with the prison rules. A prisoner may be imposed a disciplinary punishment for violating the prison rules provided that the prison rules expressly state that the violation of the rule may be punishable by a disciplinary punishment.

A prisoner may also be imposed a disciplinary punishment if the prisoner fails to obey a request or order issued by an official of the Prison and Probation Service within the official's authority to maintain prison order and security.

## **2 § Moving within the prison area**

Prisoners may move and spend time in their appointed activity and workplace, in their own accommodation ward, and in areas appointed for outdoor exercise, meals, and free time activities at times stated in the daily schedule of the ward.

Moving elsewhere in the prison or its area without a permission is forbidden. A disciplinary punishment may be imposed for violating this rule.

## **3 § Clothing in the prison area**

Prisoners have to wear appropriate clothing within the prison area and follow all instructions regarding clothing. A disciplinary punishment may be imposed for violating this rule. If there is anything unclear about proper dressing, you can always ask the prison staff.

## **4 § Locking of the premises and checking the number of prisoners**

The cell doors are locked during the times determined in the daily schedule. When the ward is locked, prisoners have to be in their own cells or in other location marked in the

checklist of prisoners. The checking of the number of prisoners has to be carried out by opening the cell door so that the condition and state of health of each prisoner living in the cell can be visually observed. If necessary, the staff will discuss with the prisoners separately.

During the checking of the number of prisoners, each prisoner has to stand up facing the staff. Exceptions to this may only be made if the prisoner's state of health prevents the prisoner from standing up. The times, when the number of prisoners is checked, are specified in the daily schedule.

If the accommodation ward is open, when the number of prisoners is checked, the prisoners have to go to the corridor of the accommodation ward in a place specified by the staff.

Prisoners are obligated to close and lock the cell doors when they leave their cells.

Opening or closing the safety latches on the cell doors is forbidden. A disciplinary punishment may be imposed on a prisoner for violating these rules.

## **5 § Work and free-time activities**

### **Studying:**

The prison arranges both general and vocational education in co-operation with education institutions. Prisoners may also be granted permission to study independently in their cell.

### **Rehabilitation and activity programmes:**

In Riihimäki Prison, it is possible to serve a sentence in a daily support ward (F2 PTO) or STEP ward (D5).

Prisoners may also take part in programmes and various group and individual discussions included in the service offering chart of the prison. The service offering chart is on the notice boards of the wards.

### **Work activities:**

The prison arranges preparatory work activities in wood processing, painting, metalwork, sorting prison clothes and packaging small items.

**Religious activities:**

Prisoners may practice their religion in prison taking into account the special circumstances and attend religious activities arranged in prison within the limits of the safety and security aspects. Matters related to religion are managed by the prison chaplain who can be contacted by using the general inquiry form.

**Gym and sports:**

The gym can be used throughout the year. The gym times are in the daily schedules of the wards. The high-security ward (C2), the ward with intensified supervision for prisoners participating in restricted activities (C3) and the wards with intensified supervision (C4, C5 and D4) do not use the common gym but they have their own gyms in the wards.

The sports hall is available for use according to a separate timetable between October and May.

**Library:**

Prisoners can visit the prison library once a week. It is not required to sign up for a visit in the library beforehand. More precise times for using the library are in the daily schedules of the wards. Prisoners in high-security ward C2 cannot visit the library, but the library services are brought to the ward once a week.

**6 § Buying foodstuffs in prison**

Riihimäki Prison does not have a separate prison canteen where prisoners could do their shopping. Prisoners order their purchases by using an order list; and an official handling the matter delivers the ordered goods to them. Prisoners pay for their purchases with their payment card at a payment terminal on the same day after the delivery either at the ward or in its immediate vicinity. The purchases are charged by the staff of Leijona Catering

Completed order lists have to be handed over to the prison staff each week on Monday. The delivery day is on the daily schedule of each ward.

## **7 § Visits**

### **7.1 § Supervised visits**

Supervised visits are arranged on Saturdays between 9.00 and 16.40. A visit lasts 40 minutes. Visits are not arranged on Christmas Eve, Midsummer Eve or public holidays. A visit may also be granted at another time based on individual consideration. A visiting time must be booked by filling in a form and returning it to an official in the accommodation ward by Wednesday before the visit at the latest.

A separate timetable of the visiting times for each ward and day is on the notice boards of the wards.

In the ward with intensified supervision for prisoners participating in restricted activities C3 and the high-security ward C2, visits are arranged in the visiting facilities of the ward. The visits of other wards are arranged in the visiting facilities in wing E.

Prisoners can be visited by their spouse and children belonging to the same household or at most two (2) other visitors.

The visitors must report to the main prison gate at least 15 minutes before the actual visiting time. Visitors have to arrive on time; visitors who are late will not be allowed in.

#### **Conditions of visits:**

The visitor and the prisoner are not allowed to have any means to take notes or transmit written messages without the permission of the staff.

The prisoner and the visitor may not touch each other during the visit.

If a prisoner violates the terms of a meeting laid down in the prison rules, a disciplinary punishment may be imposed on the prisoner.

### **7.2 § Visits by a child**

A prisoner may be granted permission to receive a visit from a child under 15 years of age in premises suitable for this, if the visit is necessary to maintain contact between the prisoner and the child and the visit is not against the best interests of the child. It is supervised.

Visits by a child are arranged on Saturdays, Sundays and public holidays. A visit by a child lasts 40 minutes and is usually arranged in the separate visiting facilities meant for children in the common visiting facilities in wing E.

A visit by a child must be booked by filling in a form and returning it to an official in the accommodation ward by Wednesday before the visit at the latest.

### **7.3 § Unsupervised visits**

Prisoners can apply for an unsupervised visit by filling in a separate form. The form must be returned to an official in the accommodation ward.

Unsupervised visits are mainly arranged on Wednesdays, Saturdays, Sundays and separately announced public holidays from 8.30 to 11.30 and from 12.30 to 15.30. An unsupervised visit lasts three hours and there are two different visiting rooms. Exceptions to the main rules may be made, for example, when a visitor travels a long distance to visit the prisoner. In such cases, a visit may be arranged on Tuesday between 8.30 and 15.30 at the discretion of the prison.

### **7.4 § Communication via video connection**

Prisoners may be given permission to communicate via video connection outside the prison. Communication via video connection has to be applied for by filling in a separate form and returning it to a prison officer of the accommodation ward at least a week before the applied time.

Communication via video connection is arranged at times specified in the daily schedule, but if need be, it can also be arranged on other suitable days and times if the devices, facilities and supervision are available. It lasts approximately 30 minutes and is usually arranged in the separate facilities meant for video communication or in a suitable room in the ward.

A prisoner, whose family members live abroad or for some other corresponding reason cannot visit the prisoner in prison, may be granted a maximum of a 60-minute video call once a week.

Prisoners are not allowed to touch the devices, the connection is opened and closed by a prison officer.

Prisoners are not allowed to have any means to take notes or transmit written messages without the permission of the staff.

A disciplinary punishment may be imposed on a prisoner for violating this rule.

### **7.5 § Receiving goods during visits**

During a visit, a visitor may bring a minor amount of goods to the prisoner. A small amount is about one normal plastic shopping bag (30 litres) of goods. Goods meant for a prisoner have to be handed over to the staff for inspection before they are given to the prisoner.

The visitor has to fill in a form, which includes the amount and type of the brought goods, the name of the visitor, the name of the prisoner and the date. The goods will be inspected in the reception before they are given to the prisoner. This can take several days.

When assessing the quality and quantity of the property to be received, the provisions on the possession of property referred to in section 11 of these prison rules and the limitations of the storage facilities in the prison are taken into consideration.

### **8 § Use of telephone**

The telephones at the wards are available daily during the times specified in section 12 § Prison wards of these prison rules. The number of calls is limited by the number of available telephone devices and the time available according to the daily schedule. Based on individual consideration, prisoners may also be allowed to make telephone calls at other times than those specified in these prison rules.

All prisoners receive telephone codes that are for personal use only. The codes may not be given to the use of another person.

A prerequisite for the use of the telephone is that the prisoner tells the staff the numbers and the names of the people in advance by using the form reserved for this purpose.

There can be no more than 20 numbers, which are then stored in the telephone system.

A disciplinary punishment may be imposed on a prisoner if the prisoner gives incorrect information about the telephone numbers or the receivers of the calls, gives the personal codes to the use of another person, or uses the personal codes of another person.

## **9 § Sending post**

Instructions on how to send post can be found in the information leaflet for prisoners and on the notice boards of the wards.

If a prisoner tries to carry or gives another prisoner for the purpose of carrying a letter or other postal item or a message pass the inspection of the prison post, the prisoner may be imposed to disciplinary punishment.

## **10 § Smoking and cleanliness**

Smoking inside the prison is prohibited. Smoking and the possession of tobacco products, smoking accessories and lighting devices is prohibited except during outdoor exercise. Smoking is possible only during outdoor exercise. At other times, including when participating in activities, smoking is prohibited. A disciplinary punishment may be imposed on a prisoner for violating this rule. Each prisoner has a personal locker for smoking accessories in the lobby near the doors to the outdoor yards. The smoking accessories have to be left in the locker after outdoor exercise.

The order of the furniture in the cell cannot be changed without the permission of an official of the Prison and Probation Service. All goods have to be stored in the cabinets and other storage places. Pictures, posters and other objects may only be attached to the notice board on the wall in the cell or, if there is no such surface, to a place indicated by the staff. A disciplinary punishment may be imposed on a prisoner for attaching objects elsewhere than the allowed places.

Electrical devices have to be switched off when leaving the cell. Prisoners' personal and the prison's electrical devices and plugs have to be intact. A disciplinary punishment may be imposed for breaking the electrical devices or plugs.

## **11 § Possession of property**

### **11.1 § Objects and substances the possession of which may be denied**

According to chapter 9, section 1, subsection 1, paragraph 1 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 1 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it poses a threat to the safety of a person. Besides firearms, edged weapons, blunt instruments, explosives and gas sprays, such objects and substances include also, among others, poisons and aerosol products with propellant gas. In addition, substances posing a threat include chemical compounds that can be used to make explosives, such as hair dyes containing hydrogen peroxide.

According to chapter 9, section 1, subsection 1, paragraph 2 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 2 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it is especially suited for damaging property. These include, among others, tools suitable for damaging property.

According to chapter 9, section 1, subsection 1, paragraph 3 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 3 of the Remand Imprisonment Act), the possession of an object or substance may be denied if the possession of it is, when taking into account the conditions and the level of supervision in the prison or a prison ward, detrimental to general prison order. These include, among others, the following:

1. Devices that are suitable for recording information. These include, among others, computers, cameras, video cameras, MP3 players, and some game consoles. Separate memory devices and devices containing hard drives are prohibited.
2. Devices that enable communication via electronic communication. These include, among others, computers, mobile phones, and some game consoles. Objects used for establishing electronic connection and objects the use of which is closely connected to the devices used for electronic communication are also prohibited.
3. Devices that are suitable for intercepting and monitoring the radio traffic of authorities or otherwise observing the activities of authorities. These include, among others, radiotelephones and radio traffic detectors. Binoculars and other optical devices suitable for observation are also forbidden.
4. Objects that can cause a cleanliness, health, or fire hazard. These include, among others, tattoo equipment, animals, plants and candles.

5. Objects that are otherwise detrimental to the public order of the prison. These include, among others, objects used for fighting and escaping, replica weapons, and objects bearing the symbols of criminal organisations and groups.

According to chapter 9, section 1, subsection 1, paragraph 4 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 4 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it cannot be inspected without unreasonable difficulty or without damaging it. These include, among others, hygiene and cosmetics products, foodstuffs, and tobacco products that are brought from outside the prison. If prisoners take these products with them outside the prison, the products will not be given back into their possession when they return to the prison. The structure of the objects that are given into the possession of prisoners have to be such that they are not suitable for concealing prohibited objects or substances.

According to chapter 9, section 1, subsection 1, paragraph 5 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 5 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it is used as a means of commission of an offence or there are reasonable grounds to suspect that it will be used as such. This may refer to, for instance, a situation where a prisoner uses a typewriter, which is in the prisoner's possession, to falsify documents or commit frauds.

According to chapter 9, section 1, subsection 1, paragraph 6 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 6 of the Remand Imprisonment Act), the possession of an object or substance may be denied if the prison has acquired a corresponding object for the use of the prisoner. These include, among others, objects already belonging to the furnishing of the accommodation room and other objects acquired by the prison for the use of prisoners if the prisoner has a real opportunity to use the object.

A disciplinary punishment may be imposed on a prisoner if the aforementioned objects or substances are found in the prisoner's possession.

## **11.2 § Other factors influencing the possession of objects or substances**

Prisoners are only allowed to have a reasonable amount of private property in their possession. The amount of utility articles given into their possession has to be such that they can be stored in the storage spaces of the cell in places reserved for them.

The prerequisites for the possession of an electrical device are that the device is type approved (CE marking), it is intact and it has an identification number.

The seals attached to the device during an inspection may not be removed or damaged. A disciplinary punishment may be imposed on a prisoner for removing or damaging the seals.

Modifying authorised objects so that they are more suitable for being used for acts of violence is prohibited. This refers to, for example, making an object suitable for use as a blunt weapon or sharpening an object into an edged weapon. A disciplinary punishment may be imposed on a prisoner if such objects are found in the prisoner's possession.

A disciplinary punishment may be imposed on a prisoner if the prisoner tries to bring unauthorised goods to a prison and avoid an inspection.

A maximum of 100 copies of all recordings (including CD, DVD, Blu-ray and game console games), 10 copies of books, and 20 copies of magazines are given into possession at a time.

The rules on the possession of property do not apply to objects and substances that have been given in the possession of a prisoner before the prison rules entered into force. If a prisoner is transferred to another prison, the prison rules in force there at the time of the transfer are applied.

## **12 § Prison wards**

In Riihimäki Prison, the accommodation wards are located in four separate wings A, C, D and F. Using the telephone is possible when the accommodation wards are open. Based on individual consideration, telephone calls may be possible also at other times.

The times when the accommodation wards are open are in the daily schedules of the wards.

### **Wards in wing A**

A2 – Ward for prisoners participating in restricted activities: The ward is isolated from the rest of the prisoners. Prisoners placed in the ward may participate in rehabilitating work activities. The ward has 14 prisoner places.

A3 – Ward for prisoners participating in restricted activities: The ward is isolated from the rest of the prisoners. Prisoners placed in the ward may participate in rehabilitating work activities. The ward has 14 prisoner places.

A4 and A5 – Wards for prisoners participating in activities: These wards are meant for prisoners who participate in preparatory work activities or studies in the building where prison activities are arranged. Both wards have 14 prisoner places.

### **Wards in wing C**

C1 – Isolation, disciplinary and travel cell ward: For prisoners, who are in solitary confinement, segregated due to the investigation of a disciplinary infraction, subject to precautionary measures or leaving from or arriving at the prison. **Prisoners in ward C1 have to inform the staff if they need to use the telephone.**

C2 – High-security ward: The ward is isolated from the rest of the prisoners. The ward has 8 prisoner places.

C3 – Ward with intensified supervision for prisoners participating in restricted activities: The ward is isolated from the rest of the prisoners. The ward has 8 prisoner places.

C4 – Ward with intensified supervision: The ward is isolated from the rest of the prisoners. The ward has 10 prisoner places.

C5 – Ward with intensified supervision: The ward is isolated from the rest of the prisoners. The ward has 10 prisoner places.

### **Wards in wing D**

D2E and D2T – Arrival wards: The wards are isolated from the rest of the prisoners. They are meant as short term accommodation for prisoners arriving at the prison. During their stay there, the prison staff finds out which accommodation ward would be best for them. One of the wards has 15 and the other 8 prisoner places.

D3E and D3T – Wards for remand prisoners: Prisoners placed in the wards may participate in activities. One of the wards has 13 and the other 8 prisoner places.

D4 – Ward with intensified supervision: The ward is isolated from the rest of the prisoners. One of the wards has 11 and the other 8 prisoner places.

D-5 – Programme ward: Prisoners in the ward participate in STEP programme. They can take part in group and individual discussions and preparatory work activities. The ward has 20 prisoner places.

### **Wards in wing F**

F2 – Contract ward: The daily support ward is a contract ward meant for prisoners who need daily support, guidance and rehabilitation. The ward is isolated from the rest of the prisoners. The ward has 12 prisoner places.

F3, F4 and F5 – Wards for prisoners participating in activities: These wards are meant for prisoners who participate in preparatory work activities or studies in the building where prison activities are arranged. Both wards have 17 prisoner places.

## **13 § Substance use and medication**

A disciplinary punishment may be imposed for manipulating or attempting to manipulate a substance use test.

Prisoners are not allowed to use or possess medication without the authorisation of a physician of the Health Care Services for Prisoners. Medication has to be kept in pill dispensers and bags meant for them or other original packaging and unused medication has to be returned. Prisoners are not allowed to give medication prescribed to them to other prisoners. A disciplinary punishment may be imposed for violating these rules.

## **14 § Entry into force**

These prison rules enter into force on 1 March 2025 and repeal the prison rules that entered into force on 9 December 2024.

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