

Information for prisoners in Suomenlinna Prison



Contents

1	General.....	3
1.1	Personal official and induction	4
1.2	Sentence plan.....	5
1.3	Decision on term of sentence	5
1.4	Probationary liberty under supervision.....	6
2	Basic care and accommodation	6
2.1	Accommodation premises	6
2.2	Clothing, linen, and clothing maintenance	7
2.3	Cleanliness	8
2.4	Catering and grocery shopping in K-Market Suomenlinna.....	8
2.5	Smoking.....	9
3	Possession of property	9
3.1	Goods in possession	9
3.2	Delivery of goods to prison	10
3.3	Handing over goods to be taken outside the prison.....	11
3.4	Keeping motor vehicles in the prison parking area	11
4	Contacts with the outside world	11
4.1	Use of telephone.....	11
4.2	Letters and postal items.....	12
4.3	Receiving email	13
4.4	Use of internet and online workstations	13
5	Income and use of money	14
5.1	Income.....	14
5.2	Use of money.....	15
5.3	Sending money.....	15

6	Visits.....	15
6.1	Visits by under 18-year-olds	16
7	Prison leaves.....	16
7.1	Prison leave based on the length of the term of sentence	17
7.2	Prison leave for an important reason	18
7.3	Prison leave for a particularly important reason	18
8	Participation in activities	18
8.1	Work activity	18
8.2	Education.....	19
8.3	Rehabilitation activities	19
8.4	Online services	20
8.5	Exemption from the obligation to participate in activities for a fixed period	20
8.6	Exemption from the obligation to participate in activities on medical grounds	21
9	Free time	21
9.1	Free time activities.....	21
9.2	Library.....	22
9.3	Religious activities	23
10	Health care.....	23
11	Behaviour in prison.....	24
12	Right to file a complaint or request an administrative review.....	24
12.1	Filing a complaint.....	24
12.2	Contents of a complaint	25
12.3	Sending a complaint to an authority overseeing legality	25
12.4	Request for an administrative review.....	25
13	Staff and managing affairs	26
	Annex 1 Instructions for prisoners in case of fire or other emergency	27

1 General

You have arrived in Suomenlinna Prison, which is an open prison in the Prison and Probation Centre for Helsinki. Suomenlinna Prison has 90 prisoner places. Suomenlinna Prison is a substance-free unit, where you are required to commit yourself to abstinence from substances in accordance with chapter 4, section 9 of the Imprisonment Act. The abstinence from substances is monitored with the help of substance testing. In Suomenlinna Prison, prisoners are supervised electronically.

You are now reading the information leaflet for prisoners in Suomenlinna 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 rules, which contains more detailed provisions than the Imprisonment Act 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 that contains the acts and decrees on imprisonment and the prison rules and daily schedule of the prison. The folder is on a shelf in the common areas or dining areas of the accommodation ward.

You can find a list and contact information of the authorities supervising the operation of prisons on the notice board in the common areas of the ward. Information on general matters and common events are also put on the notice boards. There are notice boards also in the dining room.

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.

The address of Suomenlinna Prison:

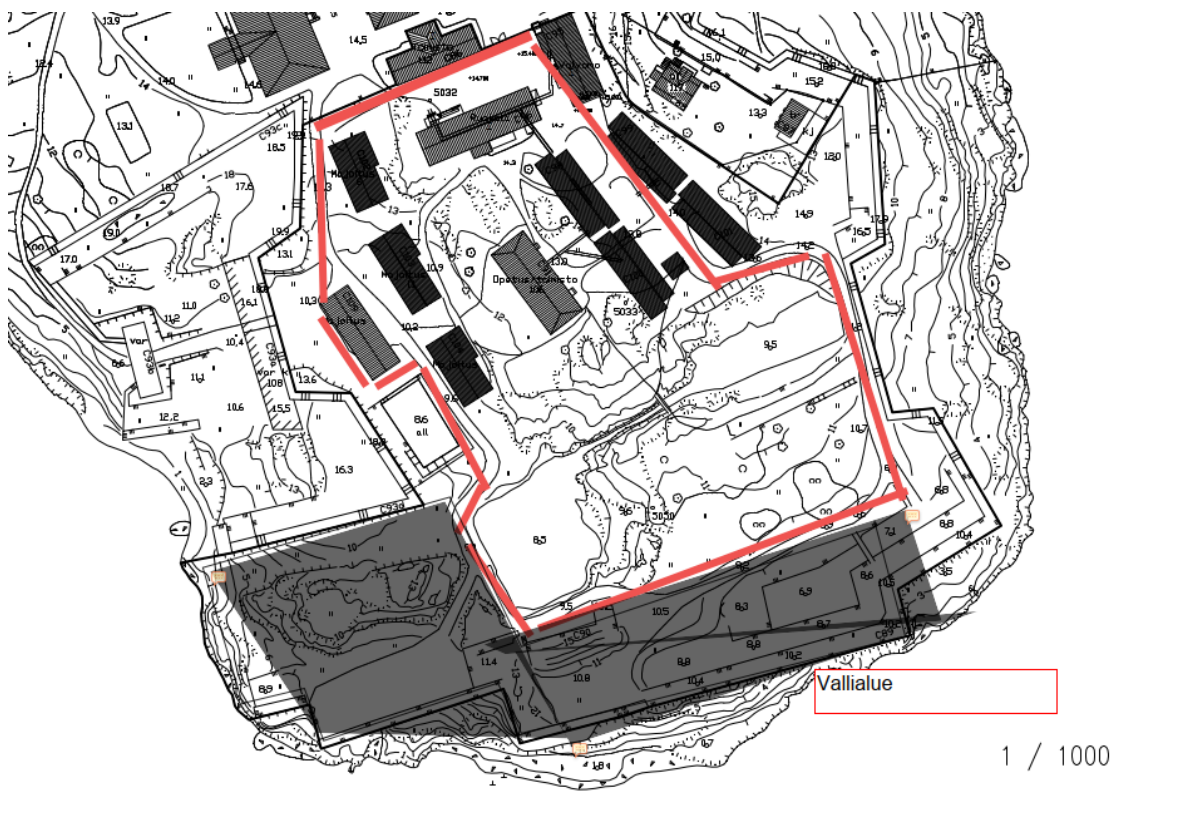
Suomenlinna Prison

Suomenlinna C86

00190 Helsinki

Tel. +358 29 568 1903

Map of the areas where prisoners are allowed to be inside the fence of Suomenlinna Prison



1.1 Personal official and induction

You are appointed a personal official for the duration of your prison sentence. The personal official 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. You can contact your personal official by using the general inquiry form.

When you arrive in Suomenlinna Prison, a prison officer will tell you about the rules and practices of the prison by using an induction form. You will be invited to an arrival interview as soon as possible after your arrival in prison. After that, you will be appointed a personal official, who will arrange a meeting with you.

1.2 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 towards the goals set out in the sentence plan with the support of the staff. 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 monitors your sentence plan. You will plan together what supports the goals of your sentence plan and update the sentence plan at least three times a year.

1.3 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. The decision is eligible for a request for an administrative review.

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. If you serve a combination sentence, the decision includes the supervision term and its start date.

In matters relating to the sentence and the term of sentence, you can contact the assistant of the prison.

1.4 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 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. You can talk about the possibility of probationary liberty with your personal official.

2 Basic care and accommodation

2.1 Accommodation premises

Suomenlinna Prison has eight accommodation wards: five of them have single accommodation rooms and three have double accommodation rooms. The accommodation rooms are furnished. You can bring 24-inch television to your own room, but you have to arrange it separately with the supervision staff beforehand. Your personal belongings must fit in the storage facilities reserved for them in your accommodation room. You must pay attention to fire safety.

In Suomenlinna Prison, the accommodation rooms are not locked. Each room has personal lockable storage facilities. You will get your own key for it when you arrive in prison.

You have to be in your own accommodation ward by 22.00. The night hours start at 22.00 and end at 6.00. During the night hours, you have to keep quiet and allow others to sleep. Cooking, cleaning, washing etc. has to be done before the night hours.

2.2 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.

Suomenlinna Prison has a small storage of clothes that have been donated to the prison. If you only have a few clothes with you or you need some clothes, you can ask the prison staff to get the clothes from the storage.

You have to be dressed appropriately within the prison area. In summer, you can sunbathe without a shirt right next to your accommodation ward and only in the back of the prison yard. Sunbathing without a shirt is not allowed in the front of the prison area near the dining room, control room and officials' buildings. You have to wear a shirt when you exercise outdoors in the prison yard near the control room, dining room and administrative building or have meetings with the staff members. If there is anything unclear about proper dressing, you can always ask the prison staff.

In the places of work, prisoners have to always dress appropriately and in accordance with the instructions given by the work supervisor. Prisoners wearing a safety vest have to wear a shirt under the vest. The shirt may be sleeveless. Work clothes may be worn so that only top or bottom of the outfit are in safety colours / work clothes provided by the prison. This means that you may go to the place of work, for example, in your own shorts, as long as you wear actual work clothes as the top of your outfit or vice versa. If the work requires full work clothes, the work supervisors are responsible for the instructions regarding that. If the work requires the use of protective clothing, you will be provided with the appropriate work clothes and protective clothing. You have to wear the appropriate protective clothing and gear as instructed by the work supervisor.

The prison provides bedlinen and kitchenware.

All textiles provided by the Prison and Probation Service (for example, bedlinen) are washed in a laundry outside the prison but, during the intervening time, you can wash them by yourself. 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 accommodation ward. Each ward has facilities for washing laundry.

2.3 Cleanliness

You have to take care of the cleaning of your accommodation room. In addition, you have to take part in the cleaning of the common living areas and the sorting and recycling of waste. Accommodation wards may have ward cleaners, who are only responsible for weekly cleaning. All prisoners are responsible for cleaning up after themselves and for daily cleaning. The prison staff gives you more detailed guidance on the practices and the division of tasks regarding the cleaning up of the common areas.

2.4 Catering and grocery shopping in K-Market Suomenlinna

On weekdays, the prison serves two meals: lunch and dinner. The prison does not serve breakfast or evening snacks. During weekends, the prison does not provide any meals and you have to prepare your own meals in the accommodation ward. As the prison does not provide all daily meals, you are paid a food allowance for getting foodstuffs.

The prison pays the food allowance for getting foodstuffs for meals that the prison does not provide. The food allowance is paid as follows (from 1 January 2023 onward): breakfast EUR 1.65, lunch EUR 2.75, dinner EUR 2.75 and evening snack EUR 1.20. In total, that is EUR 8.35 on a day when the prison does not provide any meals.

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

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. Special diet requires an individual decision.

You can go grocery shopping in K-Market Suomenlinna twice a week if you have permission for supervised activities outside prison. Remember to apply for permission

once you arrive at Suomenlinna Prison. The staff will help you with the application form. You can walk to the grocery shop on your own according to the following schedule:

- On Mondays at 18.30–19.30 wards 98 and 99
- On Tuesdays at 18.30–19.30 wards 100 and 101
- On Wednesdays at 18.30–19.30 wards 102 and 103
- On Thursdays at 18.30–19.30 wards 104 and 109

In addition, all wards have can go grocery shopping on Saturdays between 8.30 and 11.00 according to a separate timetable (attached), which can be found on the notice boards of the wards.

When you go to and return from the grocery shop (permission), you have to report to the control room. You have to behave properly in the grocery shop. You are not allowed to have personal meetings with other people during shopping

2.5 Smoking

Smoking is allowed only in areas meant for smoking, i.e., the assigned smoking places. There is a smoking place in front of each ward. In addition, smoking is allowed in two other smoking places, which are located in front of the dining room and in the barbeque area at the back of the prison yard. The rules on smoking also apply to electronic cigarette.

3 Possession of property

3.1 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 have to 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 have to 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.

In Suomenlinna Prison, you can get a personal locker in the control room where you can keep, among others, your smartphone or your computer, for which you need separate permission. You can only store one smartphone and one computer in the locker. Please remember that under the terms of permission to use a mobile phone, you are not allowed to take the SIM card from your prison mobile phone and put it in your own devices.

You are responsible for the goods in your possession.

3.2 Delivery of goods to prison

People coming to visit you may bring you a small amount of goods, which you may have in your possession according to the regulations on possession, such as magazines, clothes, and personal utility articles. Visitors may bring foodstuffs in original unopened packaging and goods allowed in the prison only to the prisoner they are visiting. They are not allowed to bring self-made foodstuffs or takeaway food. The foodstuffs have to fit in one 40-litre plastic bag. The visitor has to leave the goods to the prison staff at the prison officer's office for inspection before the visit. If it is not possible to receive goods during the visiting hours, your family may deliver goods to you to the control room of the prison during office hours. You have to arrange it separately with the staff. The goods prisoners are allowed to have in their possession in prison are defined in the prison rules and information leaflet of Suomenlinna Prison and in chapter 9. section 1 of the Imprisonment Act.

Please note that, as the storage facilities in the prison are limited, it may mean that if the property cannot be stored, it is sent, at your expense, to a place indicated by you.

3.3 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 control room before their visit. In addition, you may take your extra belongings out of the prison during your prison leave.

3.4 Keeping motor vehicles in the prison parking area

Suomenlinna Prison does not have parking area where prisoners could store their motor vehicles.

4 Contacts with the outside world

4.1 Use of telephone

You may be given permission to use a mobile phone. Suomenlinna Prison gives an ordinary mobile phone without a camera or an internet connection into your possession. Before you get the phone, you have to sign an agreement on the use of mobile phone. You have to get the telephone subscription for the mobile phone yourself. The phone is the property of the prison and has to be returned when you are released or placed on probationary liberty. You are not allowed to take the phone with you to the place of work, unless it has been specifically agreed with the decision-maker, who in Suomenlinna Prison is the head of prison. Any deviation from the conditions of permission to use the mobile phone requires a decision of the decision-maker.

You are not allowed to use your own smartphone in the prison area. You may not have a smartphone in your possession in the prison; therefore, you have to always leave it in the control room to be stored in your locker. The smartphone has to be turned off before you enter the prison control room. You are allowed to take the smart phone with you on prison leave or when you go outside the prison for civilian work or studies. If you need to get necessary contact information from your phone or use electronic identification to access, for example, online services, you may, in individual cases, use your smartphone briefly in the control room under the supervision of prison officers if their schedules allow. Bills should in general be paid by using the prison online workstation and, for that, you need permission to use the internet.

You may communicate with people outside the prison by using the phone. The mobile phone given to you by the prison has to be always in your possession. However, you are not allowed to take the mobile phone with you when you go to work, you have to leave it in your room. In addition, you are not allowed to use the mobile phone

during the night hours between 22.00 and 6.00.

4.2 Letters and postal items

You have the right to send letters by post. You have to leave the letters to the staff in the control room. The name of the sender has to be written on a postal item sent from prison. If you do not want to write your name on the postal item, you have to give it personally to the prison staff. The letterbox will be emptied every day at 11.00

You can receive post in prison. The postal item has to include the following information:

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

Please note that packages can only be sent to you to K-Market Suomenlinna where you can pick them up when you go grocery shopping on the shopping day of your accommodation ward. You are not allowed to order parcels to be delivered directly to the prison and the supervision staff cannot accept such parcels.

Letters and other postal items may be inspected in prison, except for letters from lawyers or authorities overseeing the operation of prisons. You can pick up letters and postal items from the control room after the activity hours.

If an incoming letter or postal item contains objects or substances, which you are not allowed to have in your possession in prison, you have to 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.

4.3 Receiving email

You may receive email in an open prison to the following address:

vankiposti.suomenlinna@om.fi. The sender has to 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 due to information security. The prison staff prints and delivers only the email message to you.

You can tell people who send you email to read more detailed instructions on emailing a prisoner on the website of the Prison and Probation Service.

4.4 Use of internet and online workstations

You may apply for permission to use the internet for a reason related to subsistence or attendance to work-related, educational, judicial, social, or housing matters or for other corresponding important reason. When you apply for permission, you have to give specific reasons for the use of the internet (for example, paying bills by using an online bank). The use of the internet may be monitored if need be. There is a separate application form for permission to use the internet.

The prison has six online workstations for prisoners with limited access to the internet and Skype. The prison online workstations are in the control room where you can use them by appointment. The online workstations are laptops and can be used in a separate space dedicated for it in the dining room of the prison. You may apply for permission to use the internet three times a week for one hour at a time.

The prison has a wireless router for prisoners with permission to use their own computer. You can access internet with your own computer only through the prison router. Permission to use your own computer may be granted for study purposes for a justified reason.

You may also be granted 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

the Social Insurance Institution of Finland (Kela) and the 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.

5 Income and use of money

5.1 Income

When you participate in work, education, or rehabilitation, you are paid a tax-free activity allowance. The activity allowance is 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 open prison work, you are paid wages instead of the activity allowance. The wages are EUR 4.70 or EUR 5.00 per hour. You will need a tax card for that, so make sure that your tax card is delivered to the assistant of the prison as soon as possible after your placement in open prison work begins. You can request a tax card yourself by using MyTax e-service or by phone (Mon-Fri 9.00–12.00, tel. +358 29 497 000) or together with your personal official during an appointment.

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.

The earnings are paid twice a month according to a separate payment schedule, which is on the notice boards of the wards. If there is a mistake in your earnings, you have to fill in the general inquiry form and address it to your work supervisor in the case of an error in the wages of the work activity or to a senior prison official in other cases.

5.2 Use of money

The earnings and benefits are paid into your personal bank account and you can use your personal bank card. You can keep your money, online bank user identifiers and payment cards in your possession. If you do not yet have your own bank account or bank card, you have to tell the prison staff.

If you want to pay bills, you can apply for permission to use the internet for that purpose.

5.3 Sending money

If people close to you want to send money to your prisoner account, please ask the sender to read the separate instructions of the Prison and Probation Service on sending money. Money cannot be sent directly to the prisoner account just based on the account number.

6 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).

Suomenlinna Prison does not have family visit facilities for unsupervised visits.

You have to read the prison rules carefully. The prison rules contain more detailed information about the times, duration, conditions and application of visits. Particular attention should be paid to giving the personal details of the visitor (name, personal identity code).

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

In Suomenlinna Prison, visits are arranged in the dining room. In summertime, it is also possible to meet visitors outside in an area marked out separately in front of the dining

room during visiting hours. Pets are not allowed to be brought to visits. When your visitor arrives, the staff will inform you of it.

You can apply for specified family camps organised by the cooperation partners of the Prison and Probation Service'. Your personal official can tell you more about family camps.

Communication via video connection (Skype) is possible three times a week for one hour at a time. You have to apply for communication via video connection using the form available in the control room and make sure you fill in the personal details (including name and date of birth) of the person you will be communicating with in the same way as for visits arranged in the prison. You have to return the application form to your personal official. Once you receive the decision on communication via video connection, you can book Skype call times from a list in the control room. After booking your call times, you have to also inform your personal official or supervision staff of the booked times if you are specifically instructed to do so.

6.1 Visits by under 18-year-olds

Entry of a minor visitor to prison to visit someone else than a parent of the minor 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 adult escort.

7 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 with detailed reasons by using an application you can get from the shelf in the control room. You can also ask the staff to bring you the application form. Every address given in the prison leave application has to be justified. You have to plan your prison leave together with your personal official. Remember to give the application for prison leave and its possible appendices to your personal official in good time before the requested date. If you need help, your personal official can help you with the application for prison leave.

Prison leave is presented by your personal official and decided by the head of prison or an assistant director. In certain cases, the decision on prison leave is made by the director of the Core Operations Department of the Prison and Probation Service. Prison leave may also be granted under escort.

You have to fill in your application for prison leave in good time beforehand so that we have time to process it. Please note that an incomplete application often requires adding the missing information to it, which then requires more time to process the application. In general, an incomplete prison leave application cannot lead to granting prison leave.

7.1 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 have to 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 prison leave period.

7.2 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 that is necessary to attend to the matter in question.

7.3 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 that is necessary to attend to the matter in question.

8 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 will be 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.

You can ask the staff more information about the services offered in the prison.

8.1 Work activity

Suomenlinna Prison focuses on work activities, which is why all arriving prisoners are interviewed by the work supervisor. The work activities arranged in the prison are mainly construction and environmental work in the worksites on the islands of Suomenlinna. It is also possible to complete vocational upper secondary qualification in construction or in horticulture and property maintenance services as part of the work activities. Each prisoner is interviewed personally before being placed in an activity.

You have to deliver your tax card to the assistant of the prison after you arrive. Further instructions on tax card can be found under the heading Income.

The daily working and activity hours are set out in the daily schedule. During the confirmed working and activity hours, you have to take part in the activity assigned to you, and participation in work activities late is not possible for occupational safety reasons. You have to be at your specified worksite at the start of the activity hours.

If your original work activity is cancelled due to sudden prison-related reasons (e.g. the work supervisor's unforeseen absence), the prison may assign a substitute activity to you for that period and you are obliged to participate in it. Such activities include, for example, cleaning projects carried out in the prison area. If the prison cannot assign a substitute activity, you will receive compensation for the duration of the cancelled activity in any case. (Procedural instructions on prisoners' participation in activities and financial benefits RISE/594/2023.) The work supervisor's planned annual holidays are not sudden absences.

Prerequisite for civilian work include, among other things, that the wages and other terms of employment do not materially deviate from the terms generally complied with in similar work and it advances your sentence plan. Other factors affecting the consideration of permission for civilian work are provided in the Imprisonment Act (767/2005) and the Government Decree on Imprisonment (548/2015). You can talk about civilian work with your personal official.

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).

8.2 Education

You can study in Suomenlinna Prison or be permitted to study outside the prison (study permission). You can talk about the possibility of study permit with your personal official.

8.3 Rehabilitation activities

In Suomenlinna Prison, you can participate in rehabilitative programmes, substance abuse programmes, psychosocial programmes and other individual programmes influencing the risk of recidivism that are held by your personal official. If you want to take part in rehabilitation activities outside the prison, you can discuss it with your personal official. The rehabilitation activities have to correspond to the goals of your sentence plan.

From spring 2025 onwards, you can get an appointment with a psychologist by using the general inquiry form.

In addition, external cooperation partners may also arrange rehabilitative activities in Suomenlinna Prison. Information on such activities is put on the notice boards.

8.4 Online services

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

You can use the online workstations to contact the Social Insurance Institution of Finland Kela and the employment and economic development office. If courses in digital skills are arranged in Suomenlinna Prison, information on them will be put on the notice boards.

You can also contact the Social Insurance Institution of Finland (Kela), the employment and economic development office and other cooperation partners via Skype. You can ask the prison staff to help you with the use of online services.

8.5 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 have to use a separate form to apply for an exemption and it has to include the recommendation of your work supervisor. The exemption from the obligation to participate in activities is discretionary and planned with your work supervisor. The exemption from the obligation to participate should mainly be arranged during the work supervisor's holidays. (Procedural instructions on prisoners' participation in activities and financial benefits RISE/594/2023.) Please return the form to the assistant's locker in the control room in good time before the applied date.

8.6 Exemption from the obligation to participate in activities on medical grounds

A prisoner has to be exempted from the obligation to participate in activities if this is necessary due to a fixed-term incapacity for work (sick leave) (Imprisonment Act, chapter 8, section 12, subsection 3).

You have to report sick before the activity hours start at 6.40 in the morning. If you are taken ill during your work activity, please contact your work supervisor and the control room of the prison. When you report sick, you have to use the general inquire form and leave it to the prison officers.

You may report sick yourself on three days in a row, but you have to fill in and submit a new general inquiry form each day. It is not possible to report three days of sick leave at one time, and such absences cannot be accepted. Sick leave of more than three days always requires a certificate from the Health Care Services for Prisoners. After your third self-reported sick day, you have to submit a general inquiry form to the Health Care Services for Prisoners and inform the supervision staff of the prison that you wish to have an in-person or remote appointment with the Health Care Services for Prisoners.

If you have been exempted from work on medical grounds ten times in a four-month period, an assessment of your ability to work can be started together with Health Care Services for Prisoners. Before that, you have already had an early support discussion together with your work supervisor and personal official to discuss your work ability issues.

9 Free time

9.1 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 management.

In Suomenlinna Prison, you can go to the gym and the jogging trail in your free time at times specified in the daily schedule. The indoor gym is in building C91 and the outdoor gym is at the back of the prison yard. The jogging trail is inside the prison area. There is also a barbeque area at the back of the prison yard.

You may participate in some activities arranged outside the prison by, among others, AA, NA, a theatre group Porttiteatteri and the Life without Crime Foundation RETS if the activities support the goals of your sentence plan. If you want to take part in activities outside the prison, you can discuss it with your personal official.

Suomenlinna Prison arranges occasionally different guided free time activities. Information on such activities is put on the notice boards.

Each accommodation ward has a sauna, which can be used only on Wednesdays and Sundays between 17.00 and 21.00. The sauna will not be heated at other times.

You can find current information on free time activities on the notice board and in the daily schedule of your ward.

9.2 Library

You have access to library services. You have to apply for permission for supervised activities outside prison together with your personal official. The library gives you a library card if you have an identity document with you. You are responsible for returning the material you borrow back to the library when it is your accommodation ward's turn to visit the library. You can find information on the times when the library services are available in the daily schedule of your ward.

The library visits are on Mondays and Wednesdays between 16.50 and 18.10 as follows:

- On Mondays wards 102, 103, 104 and 109.
- On Wednesdays wards 99, 98, 100 and 101.

9.3 Religious activities

You have a possibility to take part in religious events and discuss religious matters. In Suomenlinna Prison, you can attend a religious event once a week. You can talk about it with your personal official.

Different religious groups visit Suomenlinna Prison occasionally. Information on their visits is on the notice board.

10 Health care

The Health Care Services for Prisoners has a polyclinic in Helsinki Prison where you can handle matters related to your health. You can get an appointment by filling in the general inquiry form and leaving it in the control room. At the polyclinic, you can book an appointment with a physician or a dentist. If you have acute health issues, you can get an appointment via Skype on weekdays by contacting the prison officers in the control room during the checking of the number of prisoners and before the activity hours begin. You can also contact the polyclinic in mental health issues.

The staff of the Health Care Services for Prisoners sees patients also in Suomenlinna Prison weekly according to a separate timetable. To see a nurse or doctor, you have to fill in a general inquiry form and book an appointment in advance.

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. For health care you wish to receive at your own expense, you always need permission from the Health Care Services for Prisoners, which you have to ask for by using the general inquiry form.

Medication given to you as a patient have to be taken as instructed by the physician of the Health Care Services for Prisoners. You have to return any unused medication in the pill dispenser. More detailed instructions on the possession of medication can be found in the prison rules.

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

11 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 have to behave in an appropriate manner towards the prison staff, other prisoners and other people. Moreover, you have to 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 Prison and Probation Service, or the prison rules.

A disciplinary punishment may also be imposed on you if you commit an offence in prison or otherwise under the supervision of a public official of the Prison and Probation Service 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. Suspected offences committed outside the prison are referred to the police for investigation.

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

12 Right to file a complaint or request an administrative review

12.1 Filing a complaint

You may file a complaint to an authority that oversees legality if you think 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. However, the aim should be to solve problems and conflict situations primarily by discussing the matter with the staff or turning to the prison management. Discussing with the staff is usually the quickest way to solve issues.

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

12.2 Contents of a complaint

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

12.3 Sending a complaint to an authority overseeing legality

The legality of the operation of the Prison and Probation Service and its units and officials is monitored by the internal control of the Prison and Probation Service. In addition, the operation of the Prison and Probation Service 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. A list of the authorities overseeing the operation of prisons is, 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 on your behalf.

The Prison and Probation Service 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 Health Care Services for Prisoners is overseen by the Regional State Administrative Agency of Northern Finland.

12.4 Request for an administrative review

A request for an administrative review is the primary means of a legal remedy and appeal. You can request for an administrative review of decisions made by the Prison

and Probation Service 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. You have to submit the request for an administrative review in writing within seven days from the date when you have received the decision. A decision regarding a request for an administrative review may be appealed against to an administrative court. You can post your request for an administrative review yourself to the address indicated in the instructions on submitting a request for an administrative review or give it to any official of Suomenlinna Prison to send it forward.

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.

13 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.

You can have meetings with the prison staff by appointment. To get an appointment, you have to fill in the general inquiry form and leave it in the personal post locker of the official you wish to meet. The post lockers are in the control room of the prison. A list of available officials is on the notice board in the control room. You have regular appointments with your personal official. The general inquiry forms are in the control room.

The opening hours at the control room of Suomenlinna Prison are in the daily schedule of the prison.

Annex 1 Instructions for prisoners in case of fire or other emergency

1. Instructions in case of fire

Save

- Save yourself and those in danger. Look after non-Finnish speaking prisoners.
- Be careful not to breathe smoke.
- Guide prisoners through the nearest exit outside.
- Go to the agreed meeting place in front of the dining room building.

Notify

- Call the emergency number 112 or notify the round-the-clock control room immediately.
- Tell them who you are, where the fire is, the address and floor, what is burning and if people are in danger.
- Do not disconnect the call without permission.
- Notify other people in the building and the prison staff.

Extinguish

- Take the nearest fire extinguisher and start putting out the fire immediately (do not risk your life).
- No water on live electrical objects or fires involving liquids.
- Start at the front of the flames, continue to the back, from bottom up and sweep from side to side spreading the extinguishing agent at the base of the flames.
- Stop extinguishing when the flames disappear.

Restrict

- Restrict the spread of the fire by closing doors and windows. Do not lock doors.
- Switch off electrical devices, but do not turn off the lighting.
- Remove nearby flammable objects and substances.

- Protect sensitive and important machinery and equipment from water and other damage.

Guide

- Arrange guidance for the fire brigade to get to the scene.
- Try to clear vehicles and other obstacles from the fire brigade routes.
- Notify the fire brigade of missing persons, hazardous materials and important equipment.
- Assist the fire brigade. (Instructions from staff)

2. Instructions in case of toxic or gas emergency

A gas emergency can most likely be caused by chlorine, ammonia or sulphur dioxide, as they are used or manufactured in large quantities by several factories or plants. Gases are transported and stored near towns and other population centres. In the event of an accident, gases spread with the wind and the harmful effects may extend over a distance of several kilometres. Most gases are heavier than air. Leaked gases may be colourless but can usually be identified by a pungent smell. Gases irritate the eyes, nose and throat and cause a suffocating cough. First aid for a person caught in a gas cloud is fresh air, rest and warmth. A semi-sitting position helps to relieve breathing difficulties.

In the event of a gas emergency, do as required after a public alarm signal:

1. Information on the gas emergency

When a gas emergency requires immediate protection of the population, the public alarm signal is sounded. The authorities will issue instructions via radio and television.

2. Alarm signals

There are three different signals:

- public warning signal
- all-clear signal
- test signal.

The public warning signal indicates a direct and imminent danger to the population.

The public warning signal is a one-minute rising and falling sound, where the length of each rising and falling section is seven seconds.

The all-clear signal indicates that the threat or danger has passed with a continuous sound that lasts for one minute.

The test signal is used to test the alarm system.

The test signal is a continuous sound that lasts for seven seconds.

3. Instructions in case of gas emergency

- Go indoors immediately. Do not use the lift. Do not go to a basement or a civil defence shelter, as the gases of many dangerous substances are heavier than air.
- Close all doors, windows and air vents. Try to seal them. The ventilation system has to be turned off.
- Stay calm and stay inside until the authorities give further instructions via radio or television.
- Do not use the telephone to secure the telecommunications connections of the authorities.
- Do not go out until instructed to do so by the authorities.

If you are outdoors when you hear the public warning signal

- Try to get indoors.
- If you cannot get indoors:
- Head crosswind away from the estimated accident site and seek higher ground.
- Breathe through several layers of wet cloth or a wet hat.