



**CRIMINAL SANCTIONS REGION OF SOUTHERN FINLAND  
DISCIPLINARY REGULATIONS OF RIIHIMÄKI PRISON**

In force from 01 June 2017

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## 1 PURPOSE AND OBJECTIVES OF THE DISCIPLINARY REGULATIONS

These disciplinary regulations contain provisions more specific than those issued in and pursuant to the Imprisonment Act and Remand Imprisonment Act, concerning movement within the prison area; keeping premises locked; prison wards; visits and the arrangement of phone use and free time, possession of property; and other matters related to the maintaining of order and the organisation of operations at the prison.

Prisoners must comply with the disciplinary regulations. A disciplinary punishment may be imposed on a prisoner for violating the disciplinary regulations, provided that the regulations expressly state that a disciplinary punishment may be imposed for such violation.

A disciplinary punishment may also be imposed on a prisoner for failure to comply with a request or an order issued by an official of the Criminal Sanctions Agency, within his competence, in order to maintain order or safety in the prison. Such a request or order may be issued to ensure compliance with the disciplinary regulations.

## 2 MOVEMENT WITHIN THE PRISON AREA

Prisoners may move about and spend time at locations for activities or work assigned to them, in their accommodation ward and at locations designated for outdoor exercise, meals and free time, at times specified in the daily schedule of each ward. Any unauthorised movement elsewhere in the prison or prison area is prohibited. A disciplinary punishment may be imposed on a prisoner for unauthorised movement in the prison area.

Moving outside their accommodation wards elsewhere in the prison area, prisoners may not carry any objects, substances or other supplies without the Criminal Sanctions Agency's permission. Any conduct violating these regulations may result in a disciplinary punishment.

## 3 DRESS CODE WITHIN THE PRISON AREA

Prisoners must be appropriately dressed within the prison area. A disciplinary punishment may be imposed for inappropriate clothing.

#### 4§ KEEPING PREMISES LOCKED, AND HEADCOUNT

Cell doors are locked at times indicated in the daily schedule. Prisoners who are outside their cells without an acceptable reason when the doors are locked may be subject to a disciplinary punishment.

Prisoners must be present for headcount at times indicated in the ward's daily schedule. If a prisoner is not present in the location designated for headcount during the headcount, a disciplinary punishment may be imposed.

#### 5 WORK AND FREE TIME ACTIVITIES

##### STUDIES

The prison organises training in cooperation with external educational institutions. Prisoners may also be granted permission to study in their cells.

##### REHABILITATION AND ACTIVITY PROGRAMMES

Riihimäki Prison has substance-free wards and daily support wards. Prisoners are placed in these wards in accordance with their sentence plans.

Prisoners may also take part in Cognitive Skills and OMA programmes. More information about these programmes is available, for example, from special instructors, instructors and the psychologist.

##### WORK ACTIVITIES

The prison organises activities in woodwork, painting and metalwork. Prisoners' placement in this kind of training is at the responsibility of the official in charge of the work activities.

##### SPIRITUAL ACTIVITIES

The prison pastor is in charge of spiritual activities. Prisoners can contact the pastor by filling in a transaction form. Spiritual activities are organised in connection with evening activities. A church service is held on Sundays.

For prisoners placed in the high security unit, spiritual events will be organised at the unit according to need.

## GYM

A gym is available for use throughout the year. Prisoners sign up by submitting a transaction form to fitness instructors. The high security unit and restricted activity wards D2 and C3 do not have gym times.

## LIBRARY

The services of the prison library are available at specified times, and the prisoners can then visit the library. There is no need to sign up for the library in advance.

In the high security unit (C2), prisoners order books by filling in a transaction form, and the instructors bring the books to the unit. The same procedure is followed with prisoners undergoing disciplinary punishment and those subject to security measures.

The books available in the library are listed in the library folder of each ward.

## 6 PURCHASES AT THE COMMISSARY

Prisoners may buy products included in the offering of the prison canteen at the times indicated in the daily schedule of the accommodation ward and the floor. Canteen purchases can be made once a week. Prisoners make purchases by submitting an order list, irrespective of their wards. The official in charge of the canteen delivers the ordered products to the prisoners.

## 7 VISITS

### 7.1 SUPERVISED VISITS

Prisoners themselves book visits by submitting a visit booking form to the guard of the ward and informing the visitor of the visit. The visit booking form must be submitted no later than on Thursday of the week of the planned visit.

Supervised visits are arranged weekly on Saturdays between 09.00 am and 4.40 pm. Where necessary, visits can be arranged until 05.00 pm. Prisoners can have only one visit during the day. Supervised visits last 40 minutes. The maximum number of visitors is one adult and two children or, alternatively, two adults per one prisoner.

Where prisoners in the high security unit and restricted activity ward C3 are concerned, visits are arranged in the visit rooms of their respective wards.

Visitors must register and be present at the main gate of the prison 15 minutes before the beginning of the visit, otherwise the visit will be cancelled. The visitors must show proof of identity, and a security check may be conducted on them. The visit rooms have video surveillance, indicated with a camera sign.

Prisoners may meet their children of under 15 years of age at supervised 'child visits', if this is necessary for maintaining contact between the prisoner and the children and the visit is not contrary to the children's best interests. At child visits, the children must be proven to be the prisoner's own children. At discretion, other children living in the family may also participate in child visits. The maximum number of children at any one visit is three.

During visits, the visitor and the prisoner may not have note-taking supplies with them, pass written messages from one to the other or give or receive any items without the permission of the prison staff. No touching is permitted during the visit. If the prisoner violates the conditions for visits, a disciplinary punishment may be imposed on him/her and the visit will be discontinued.

## 7.2 UNSUPERVISED VISITS

At Riihimäki Prison, there are two rooms for unsupervised family visits. The visit duration is 2.5 hours, and visits are arranged between 09:00 am and 03:00 pm, according to the start and end times indicated on the form for applying for unsupervised visits, on Wednesdays, Saturdays, Sundays and midweek holidays. Any exceptions to the visit times will be communicated separately. The start and end times must be complied with.

Family visits are primarily for prisoners who have not been granted prison leave.

An application for an unsupervised visit must be submitted to the Senior Criminal Sanctions Official of the accommodation ward or responsible for the sentence plan. The official then books a preliminary time for the visit. Decisions on unsupervised visits are made by the Assistant Director of the prison based on the Senior Criminal Sanctions Official's proposal. A prisoner may have a family visit once in a calendar month, if there is room for it.

Before the visit, the prison staff will explain the rules to be observed during an unsupervised visit to the prisoner and the visitors. Any disruptions, misconduct or violation of the instructions will result in the discontinuation of the visit.

### 7.3 RECEIVING GOODS AT VISITS

Prisoners may receive or hand over a minor amount of supplies on visiting days, but not during the actual visit. A prisoner wishing to hand over goods to the visitor must contact the prison staff. The amount and type of supplies and goods handed over to the prisoner must be such that they can be checked without that they need to be broken or unpicked and that their checking on the visiting day will not unreasonably hamper the staff's other duties.

In addition, the amount of supplies to be received will be assessed relative to the goods the prisoner possesses or has in storage, the prisoner's possibility to store goods in the accommodation room, and fire safety. The visitors hand over and receive supplies at a place indicated by the prison. When handing over goods for a prisoner, the visitor must fill in a covering letter indicating the name and number of the prisoner, the name and contact details of the person handing over the parcel, and a detailed list of the content of the parcel.

The prison can refuse to receive goods brought to a prisoner.

## 8 USING THE TELEPHONE

Telephones on the wards may be used daily at the times specified in section 12 (Prison wards) of these disciplinary regulations. The number of calls is limited by the number of phone devices available and by the telephone time indicated in the daily schedule.

Each prisoner is provided with a personal telephone code. This code is intended for the prisoner's personal use and may not be given to anyone else.

Prisoners are required to inform the staff in advance of the numbers and people they wish to call by filling in a form reserved for this purpose. The numbers will be saved in the telephone system. A maximum of 20 numbers per prisoner are permitted.

Prisoners who provide false information regarding the telephone numbers or the persons to be called, who give their personal code to someone else or use another prisoner's personal code, may be subject to a disciplinary punishment.

## 9 SENDING MAIL

Prisoners are required to write their names in all correspondence sent to recipients other than supervisory authorities, unless they personally hand over such correspondence to the prison staff.

A disciplinary punishment may be imposed on a prisoner who puts a postal item without the sender's name in the postbox of the ward, unless it is addressed to supervisory authorities.

Similarly, a disciplinary punishment may be imposed on a prisoner for attempting to transport, or having another prisoner transport, a letter, postal item or message past the prison's mail inspection.

## 10 CLEANLINESS

Smoking is prohibited except in the cell, outdoors or in a place separately allocated for smoking. Failure to comply with this rule may result in a disciplinary punishment.

Cell furniture must be kept in the order according to the furniture list, and all items must be stored in cabinets and other storage spaces.

Prisoners may affix pictures, posters and other objects to a board provided on the wall of the accommodation room. A disciplinary punishment may be imposed on a prisoner for affixing such items elsewhere.

## 11 POSSESSION OF PROPERTY

### 11.1 ITEMS AND SUBSTANCES NOT ALLOWED IN THE POSSESSION OF PRISONERS

According to Chapter 9, section 1, subsection 1(1) of the Imprisonment Act (and Chapter 5 of the Remand Imprisonment Act), prisoners are denied possession of items and substances that endanger personal safety. These include firearms, edged weapons, explosives, gas sprays, aerosol products and toxins. Also, they include chemicals that may be used to manufacture explosives, such as

hair dyes containing hydrogen peroxide, and lithium batteries. Further, they include scissors with sharp tips, hypodermic needles and syringes, unless these are provided by the prison's health care personnel.

According to Chapter 9, section 1, subsection 1(2) of the Imprisonment Act (and Chapter 5 of the Remand Imprisonment Act), prisoners are denied possession of items and substances especially suited for damaging property. These include, for instance, tools suited for damaging property.

According to Chapter 9, section 1, subsection 1(3) of the Imprisonment Act (and Chapter 5 of the Remand Imprisonment Act), prisoners are denied possession of items or substances that cause a special detriment to the general order of the prison. Such items or substances causing a special detriment include

- 1) devices suited for saving information. Such devices include computers, cameras, video cameras, MP3 players and some game consoles. Any devices containing a hard drive, and separate memories, are prohibited.
- 2) devices that enable electronic communications. These include mobile phones and their accessories, such as chargers, radio telephones, and some game consoles. Prohibited items also include objects used for establishing an electronic connection, such as SIM cards, USB modems (flash drives) as well as satellite dishes and individual antennae. Items closely associated with electronic communication are also prohibited.
- 3) devices suited for listening to and monitoring radio traffic of public authorities or other surveillance of activities of public authorities. Such items include, for example, radiotelephones, motion sensors, radio traffic indicators and headphones operated by radio waves. Prohibited items also include binoculars and other optical devices suitable for surveillance.
- 4) substances and objects that cause harm to health or cleanliness or a risk of fire. These include tattooing and piercing instruments, animals and candles.
- 5) Objects that otherwise endanger the public order of the prison. Such items include replica guns, combat and escape devices, and objects equipped with the insignia of criminal organisations and groups.

The conversion of objects in a prisoner's possession to make them better suited for acts of violence is prohibited. This means, for instance, sharpening an object, such as a toothbrush, suitable for use as a striking weapon, or making a handle on a pen.

According to Chapter 9, section 1, subsection 1(4) of the Imprisonment Act, prisoners are not allowed to have in their possession objects or substances that are used, or there is justified reason to suspect that they will be used, as means of committing a crime.

If any of the items or substances described above are found in the possession of a prisoner, a disciplinary punishment may be imposed on the prisoner.

## 11.2 INSPECTABILITY OF OBJECTS AND SUBSTANCES

No items or substances are allowed in a prisoner's possession that cannot be inspected without unreasonable effort or without damaging the items.

Similarly, no burned CD discs, nutritional supplements, natural remedies or vitamins are allowed. Furthermore, no hygiene and cosmetic products, foods or tobacco products and supplies brought in from outside the prison are allowed in a prisoner's possession.

Hygiene and cosmetic products, foods or tobacco products and supplies must be acquired from the commissary or otherwise via the prison. If prisoners take such products outside the prison and are without immediate supervision of Prison Service personnel, they may not keep the products as they return to the prison.

In terms of structure, any items in a prisoner's possession must be such that they are not suitable for use in concealing prohibited objects or substances.

Giving a prisoner possession of an electrical device requires that the device has been granted type approval, its casing is intact and it has an identification number. Electrical devices must be switched off when not in use.

Seals attached to an object upon inspection may not be removed or damaged. A disciplinary punishment may be imposed on a prisoner for removing or damaging the seals.

A disciplinary punishment may be imposed on a prisoner attempting to transport goods into the prison by evading inspection.

### 11.3 OTHER FACTORS AFFECTING THE POSSESSION OF ITEMS AND SUBSTANCES

Prisoners will not be given items or substances if the prison has obtained equivalent items for use by prisoners.

Prisoners are allowed to have a reasonable number of utility items in their possession. The number of utility items in a prisoner's possession must be such that the items can be stored in the space reserved for them in the cell.

The cells are furnished, and prisoners are not allowed to bring their own furniture, such as carpets or curtains.

Insufficient power supply does not, except in exceptional cases, constitute grounds for limiting the possession of electrical devices.

The maximum numbers of C or VHS cassettes, CD and DVD discs, console games, books, magazines and newspapers allowed in a prisoner's possession at any one time are indicated in the provisions on the possession of items and substances.

The provisions on the possession of property do not apply to items and substances given to prisoners before the entry into force of the disciplinary regulations. If a prisoner is transferred to another prison, the provisions on the possession of items and substances in force at the destination prison at the time of the transfer shall be observed.

## 12 PRISON WARDS

### 12.1 A-WARDS

The A-unit consists of three activity wards. The wards are for prisoners participating in work activities or studying and are A3, A4 and A5.

Restricted activity ward A2: The ward is separated from the rest of the prison community. The ward has room for 14 prisoners.

Telephone calls are allowed when the ward is open

Activity wards A3, A4 and A5: The wards are for prisoners who go to work and/or to study to the prison's activity centre. Each of these wards has room for 14 prisoners.

In ward A5, prisoners must commit themselves to abstaining from substance abuse and participate in group rehabilitation.

Telephone calls are allowed when the ward is open

## 12.2 C-WARDS

The C-unit consists of four separate restricted-activity wards.

Isolation and punishment ward C1: Isolation and isolation under observation are based on Chapter 18, sections 3, 4 and 5 of the Imprisonment Act.

High security unit C2: The ward is separated from the rest of the prison community. A prisoner's placement in this ward is decided on by the Central Administration Unit of the Criminal Sanctions Agency. The decision and grounds for placing a prisoner in a high security unit will be reconsidered at least every three months. The daily schedule of the ward is approved by the Regional Director of Criminal Sanctions Region of Southern Finland. The prison staff decide who go outdoors or participate in activities together. The ward has room for 8 prisoners.

The ward's telephone time is on weekdays 01:00 pm to 02:00 pm and on weekends 11:00 am to 02:00 pm.

Ward C3: Restricted activity ward. The ward is separated from the rest of the prison community. The prison staff decide who go outdoors or participate in activities together. The ward has room for 8 prisoners.

Telephone calls are allowed when the ward is open

Ward C4: Restricted activity ward. The ward has room for 10 prisoners.

Telephone calls are allowed when the ward is open

Ward C5: Restricted activity ward. The ward has room for 10 prisoners.

Telephone calls are allowed when the ward is open

### 12.3 D-WARDS

The D-unit is a ward for communal activities, separate from the rest of the prisoner community. The ward has its own separate programme

Restricted activity ward/admission ward/remand prisoner ward D2 The ward has 16+8 prisoner places

The ward is for prisoners placed at Riihimäki Prison. In the admission ward, the prisoner's accommodation ward and placement in activities during the sentence period will be decided. The ward has 16+8 prisoner places.

Telephone calls are allowed when the ward is open

Activity ward D3E: The ward is for prisoners who are afraid their safety may be in jeopardy in other prison wards (and who have committed themselves to abstaining from substance abuse). The prisoners of this ward go to work to the activity centre on weekdays, staying in their own group. The ward is separated from the rest of the prison community. The ward has room for 13 prisoners.

Telephone calls are allowed when the ward is open

Activity ward D3T: The ward is separated from the rest of the prison community. Prisoners of this ward participate in activities in the prison kitchen and canteen. The ward has room for 8 prisoners.

Telephone calls are allowed when the ward is open

Programme activity ward D4: The ward is a commitment ward for prisoners who need support, guidance and rehabilitation to cope with daily activities. The ward is separated from the rest of the prison community. The ward has room for 19 prisoners.

Telephone calls can be made at suitable times when staff are present.

Programme activity ward D5. The ward has the STOP programme. The ward is separated from the rest of the prison community. The ward has room for 21 prisoners.

Telephone calls can be made at suitable times when staff are present.

## 12.4 F-WARDS

The F-unit consists of four wards. (F2, F3, F4 and F5).

Intoxicant-free ward F2: The ward is separated from the rest of the prison community. The ward has room for 12 prisoners.

Telephone calls can be made at suitable times when staff are present.

Restricted activity ward F3: The ward is separated from the rest of the prison community. The ward has room for 15 prisoners.

Telephone calls can be made at suitable times when staff are present.

Activity ward F4: The ward is for prisoners who go to work and/or to study to the activity centre of the prison. The ward has room for 15 prisoners.

Telephone calls can be made at suitable times when staff are present.

Activity ward F5: The ward is for prisoners who work and/or study. The ward has room for 15 prisoners.

Telephone calls can be made at suitable times when staff are present.

## 13 INTOXICANTS AND PHARMACEUTICALS

Prisoners may not possess, use or manufacture alcohol, any other intoxicating substances, doping substances referred to in Chapter 44, section 16 of the Criminal Code, or any items intended for the use or handling of narcotic substances. For the possession, use or manufacture of the substances or items referred to above, a disciplinary punishment may be imposed.

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

Prisoners may not have pharmaceuticals in their possession without the permission of a physician or nurse from the Criminal Sanctions Agency. A disciplinary

punishment may be imposed on prisoners for unauthorised possession of pharmaceuticals.

#### 14 FALSE REPORT OF DANGER

A disciplinary punishment may be imposed on a prisoner causing a false fire alarm.

#### Entry into force

These disciplinary regulations of Riihimäki Prison enter into force on 1 June 2017

Helsinki, 29 May 2017

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