RISE CRIMINAL SANCTIONS AGENCY

15/610/2016

DISCIPLINARY REGULATIONS OF HÄMEENLINNA PRISON

DISCIPLINARY REGULATIONS OF HÄMEENLINNA PRISON

Contents

Section 1 GENERAL 3

Section 2 MOVEMENT WITHIN THE PRISON AREA 3

Section 3 DRESS CODE WITHIN THE PRISON AREA 3

Section 4 KEEPING PREMISES LOCKED AND HEAD COUNTS 4

Section 5 WORK AND FREE TIME ACTIVITIES 4

Section 6 PURCHASES AT THE COMMISSARY 4

Section 7 VISITS 5

Section 7.1 SUPERVISED VISITS 5

Section 7.2 UNSUPERVISED VISITS 5

Section 7.3 RECEIVING GOODS AT VISITS 6

Section 8 USING THE TELEPHONE 6

Section 9 SENDING MAIL 6

Section 10 CLEANLINESS 7

Section 11 POSSESSION OF PROPERTY 7

Section 11.1 OBJECTS AND SUBSTANCES PRISONERS ARE NOT ALLOWED TO HAVE IN THEIR POSSESSION 7

Section 11.2 ABILITY TO INSPECT OBJECTS AND SUBSTANCES 8

Section 11.3 OTHER FACTORS AFFECTING POSSESSION OF OBJECTS AND SUBSTANCES 9

Section 12 PRISON WARDS 10

Section 13 INTOXICANTS AND PHARMACEUTICALS 11

Section 14 ENTRY INTO FORCE 11

Section 1 GENERAL

These disciplinary regulations contain rules and regulations more specific than those prescribed in the Imprisonment Act and Remand Imprisonment Act, and the provisions and orders issued thereunder, on movement within the prison area and on keeping premises locked, on prison wards, on the arrangement of visits and the use of the telephone, as well as on leisure activities, on the possession of property and on other, similar issues relating to the maintenance of prison order and the arrangement of operations.

Prisoners must behave in an appropriate manner towards prison staff and other prisoners and persons. Prisoners must comply with the disciplinary regulations. Breach of the disciplinary regulations may lead to a disciplinary punishment, provided that the regulations specifically state that a disciplinary punishment may be imposed for the breach in question.

Prisoners may also be subject to disciplinary action if they disregard an instruction or order given by officials of the Criminal Sanctions Agency within the scope of their authority, for the purpose of maintaining order or safety in the prison. This may involve giving instructions or orders to observe a provision of the disciplinary regulations.

These disciplinary regulations shall also be valid in the Prison Hospital situated in the area of the Hämeenlinna Prison. Furthermore, the orders and instructions of health care personnel regarding hospital operations shall be applied in the Prison Hospital.

Section 2 MOVEMENT WITHIN THE PRISON AREA

Prisoners may move about and spend time in areas designated for activities or work, in their cell ward, and in areas designated for outdoor exercise, meals and free time at times specified in the daily schedule for each ward. Any unauthorised movement inside the prison or in the prison area is prohibited. A disciplinary punishment may be imposed on a prisoner for moving around in a restricted area without permission.

While moving about within the perimeter of the prison, prisoners may not have items in their possession without permission from the Criminal Sanctions Agency authorities. A disciplinary punishment may be imposed for actions violating the relevant provision.

Communication among prisoners between the exercise yard and the cell wards is prohibited.

Section 3 DRESS CODE WITHIN THE PRISON AREA

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

Prisoners shall use the protective clothing and equipment assigned by the prison staff during work and activity time.

Section 4 KEEPING PREMISES LOCKED AND HEAD COUNTS

Cell doors are locked at the times specified in the daily schedule. Prisoners who are not in their own cells without an acceptable reason when the doors are locked may be subject to a disciplinary measure.

In connection with inspections specified in the daily schedule and head counts upon the closing of the wards, prisoners must stand in their cells so that their condition can be verified with certainty.

Section 5 WORK AND FREE TIME ACTIVITIES

Hämeenlinna Prison organises work activities, such as laundry, sewing, assembly, footwear and clothes repair, textile care, cleaning, the maintenance of real estate and outdoor areas and warehouse work. Prisoners have the opportunity to complete comprehensive and upper secondary school courses and participate in and preparatory and rehabilitative training. Rehabilitation activities include substance rehabilitation programmes, motivational and discussion programmes for women, and motivational programmes for ending violence in close relationships. Hämeenlinna Prison also provides individual rehabilitation, and various activity programmes addressing criminal lifestyles. In the family department, the activities are mainly focused on child care.

During free time, prisoners can participate in physical exercise and in spiritual and other activities provided by the prison. Spiritual activities are the responsibility of the prison pastor.

Male and female prisoners can use the prison's library services on alternate weeks, at the times indicated in the daily schedule.

Prisoners subject to disciplinary punishment or under security measures can use the library services by filling in a transaction form.

The Prison Hospital has its own library, which prisoners can use once a week at the times indicated in the daily schedule.

Section 6 PURCHASES AT THE COMMISSARY

Every prisoner can visit the prison commissary once a week. Purchases are made by filling in an order form. Purchases ordered by prisoners will be delivered to them by prison staff.

Any other purchases must be agreed with the finance manager, by using an external purchases or transaction form.

Section 7 VISITS

Section 7.1 SUPERVISED VISITS

Hämeenlinna Prison arranges supervised visits on Saturdays and Sundays and on specific public holidays between 11.30 am and 2.15 pm. Saturday and Sunday visits are arranged on alternate weeks for male and female prisoners. On special grounds, a supervised visit can be arranged at a separately agreed time on a weekday if the visitor has not been able to arrange a weekend visit for reasons such as a work-related obstacle or long distances.

Prisoners must book a time for a supervised visit by using a separate form which must be submitted to a staff member by 7.30 am on Wednesday. The prisoner must write down the name of the visitor(s) (first name and last name). The prison staff determine the time of the visit and the number of the visitor table. Prisoners are personally responsible for notifying their visitors of visiting times.

The maximum number of visitors per prisoner during a supervised visit is two adults. The number of the prisoner's own children is not restricted. The duration of a visit is 45 minutes. A prisoner may have only one visit per day.

Neither the visitor nor the prisoner may have note-taking supplies with them or pass written messages from one to the other without the permission of the prison staff. The visitor table is equipped with a low plexiglass screen that the prisoner and visitor must not cross in any way.

The prisoner and visitor must not touch each other during the visit. If a prisoner violates these conditions, the visit may be interrupted and/or the prisoner may be subject to a disciplinary punishment.

The prison arranges supervised visits for prisoners with children, during which the child may touch the parent. Visits with children are arranged in the visiting room for supervised family work. Visits with children must be applied for using a specific form.

Section 7.2 UNSUPERVISED VISITS

Unsupervised visits can be applied for using a specific form that must be submitted to a prison staff representative. Due to the small size of the visitation facilities, a maximum of six visitors is allowed during unsupervised visits. The visitation facilities are smoke-free, and smoking is not allowed during the visit.

An unsupervised visit lasts three hours. Unsupervised visits are arranged every day from 9 am to 12 noon or from 12.15 to 3:15 pm, and can be granted approximately once a month. These visits are primarily designed for prisoners who do not use prison leave.

A prisoner may be allowed a visitor from another prison if both fulfil the conditions for a visit. If the visitor arrives from another prison, the visit may last for six hours, from 8.30 am to 2.30 pm.

Section 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. If a prisoner wishes to hand over goods to the visitor, the prisoner must contact the reception staff in good time before the agreed visit. The reasonableness of the number of items and property to be received shall be assessed on the basis of the property in the prisoner's personal possession and in storage. Since the storage facilities for prisoners' personal items at the admission wards are limited, prisoners must inquire in advance at the reception ward whether they can receive items from visitors. A prisoner may receive no more than three journals or newspapers at a time.

Visitors can only bring items to prisoners registered at Hämeenlinna Prison.

Section 8 USING THE TELEPHONE

Prisoners can make phone calls in open and semi-closed wards during the ward's opening hours, and in closed wards at times separately agreed with the prison staff. For details on ward-specific calling times, see Section 12.

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 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.

Section 9 SENDING MAIL

The name of the sender must be written on all letters, other postal items and messages sent from the prison. If a prisoner does not wish to write his name on a postal item, he must hand over the item to a staff member in person. This provision does not apply to letters addressed to authorities overseeing prison activities or institutions monitoring the enforcement of

human rights.

A disciplinary punishment may be imposed on a prisoner for placing a postal item in the ward's post box without writing the sender's name on it, unless it is a letter 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.

Section 10 CLEANLINESS

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

Pictures, posters and other objects may only be affixed to the mounting on the wall of the accommodation room intended for this purpose. A disciplinary punishment may be imposed on a prisoner for affixing such items anywhere else.

Smoking is only permitted inside the cells, in the recreational yard and in any place specifically designated for smoking. Smoking is not allowed in the accommodation facilities of the N04 ward or in the Prison Hospital. These units have separate smoking stations.

Section 11 POSSESSION OF PROPERTY

Section 11.1 OBJECTS AND SUBSTANCES PRISONERS ARE NOT ALLOWED TO HAVE IN THEIR POSSESSION

According to Chapter 9, Section 1(1) of the Imprisonment Act and Chapter 5, Section 1(1) 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, and chemicals that may be used to manufacture explosives, such as hair dyes containing hydrogen peroxide or lithium batteries. They also include sharp objects such as scissors with sharp tips, as well as hypodermic needles and syringes, unless provided by the prison's health care personnel.

According to Chapter 9, Section 1(2) of the Imprisonment Act and Chapter 5, Section 1(2), prisoners are not allowed to have objects or substances in their possession that are particularly suitable for damaging property. These include, for instance, tools suited for demolishing property.

According to Chapter 9, Section 1(3) of the Imprisonment Act and Chapter 5, Section 1(3) of the Remand Imprisonment Act, prisoners are not allowed to have objects or substances in their possession that cause

specific harm to the public order of the prison. Such objects or substances causing specific harm include:

1) Devices suited for saving information. Such devices include, e.g., computers, cameras, video cameras, MP3 players and some game consoles. Devices containing a hard disk and separate memory devices are prohibited.

2) Devices that enable electronic communications. Such devices include, e.g., mobile phones and accessories such as chargers, radiotelephones and some game consoles. Prohibited items also include objects used for establishing an electronic connection, such as SIM cards, USB modems as well as satellite dishes and individual antennae. Items used in conjunction with devices used for electronic communications are also prohibited.

3) Devices suited for listening and monitoring radio traffic of public authorities or other surveillance of activities of public authorities. Such items include, e.g., 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 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.

Conversion of objects in prisoners' 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.

A disciplinary punishment may be imposed on a prisoner who is found to be in possession of the objects or substances listed above.

Section 11.2 ABILITY TO INSPECT OBJECTS AND SUBSTANCES

According to Chapter 9, Section 1(4) of the Imprisonment Act, prisoners are not allowed to be in possession of objects or substances that cannot be inspected with a sufficient degree of reliability. Such items include, e.g., "burned" CDs, nutritional supplements, organic products and vitamins. They also include hygiene and cosmetics brought from outside the prison, foodstuffs as well as tobacco products and supplies.

All hygiene and cosmetics products, foodstuffs as well as tobacco products and supplies must be purchased from the commissary or otherwise via the prison. If prisoners take such products with them outside the prison when unsupervised by the personnel of the Criminal Sanctions Agency, they will not be returned to the prisoners when they return to the prison.

Inspections of such items must be possible without any damage caused to property. In terms of structure, objects given in a prisoner's possession must be such that they are not conducive to use for hiding 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. The power for any electrical device that is not being used must be switched off.

Any seals attached to an item upon inspection must not be removed or damaged. A disciplinary punishment may be imposed on a prisoner for removing or damaging seals.

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

Section 11.3 OTHER FACTORS AFFECTING POSSESSION OF OBJECTS AND SUBSTANCES

Prisoners may only have a reasonable amount of utility articles 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.

With respect to electronic devices, the principle of one similar item per cell is observed (e.g. one television set, one DVD player etc.).

According to Chapter 9, Section 1(6) of the Imprisonment Act, prisoners are not allowed to be in possession of objects that the prison has acquired for use by prisoners. Prisoners are not allowed to be in possession of an object if a similar or equivalent object is part of the cell fixtures.

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

In exceptional cases, insufficient capacity of the electrical network may be grounds for restricting the possession of electrical devices.

The maximum size of a television prisoners may have in their possession is 24".

Prisoners are allowed to be in possession of no more than 20 CD and DVD records and console games, and 20 books, magazines and newspapers at any one time.

Regulations concerning possession of property do not apply to objects or substances given in a prisoner's possession before these disciplinary regulation entered into force. 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.

Section 12 PRISON WARDS

Hämeenlinna Prison has separate admission wards for male and female prisoners and for the patients of the Prison Hospital. The prison's isolation ward is intended for both male and female prisoners.

The prison has two wards for male prisoners.

The prison has six accommodation wards for women:

Accommodation ward 1 is connected to the admission ward for women. Prisoners placed in this ward include those that are to be kept segregated from others based on a court order, and those threatening the order and safety of the prison.

Accommodation ward 4 is a semi-closed ward for prisoners who participate in activities defined in their sentence plan.

Accommodation ward 3 is a closed ward for female prisoners, which operates as the entry ward for women arriving at Hämeenlinna Prison. Prisoners segregated at their own request or those threatening the order and safety of the prison are also placed in this ward. Prisoners placed in ward 3 do not participate in the prison's evening activities.

Accommodation ward 5 is a releasing department in which sentenced prisoners are placed approximately six months before their release. Prisoners in this ward commit themselves to substance-free living.

Accommodation ward 6 is a family ward in which pregnant prisoners and remand prisoners with small children are placed.

Accommodation ward 3.1 is intended for remand prisoners. This ward is located on the premises of the Prison Hospital.

Accommodation ward 3.2 is intended for those female prisoners who have committed themselves to substance-free living.

The Prison Hospital has wards 2.1 and 2.2, which are patient wards for prisoners receiving somatic treatment. These wards accept patients from all prisons in Finland. Ward 3.3 is a psychiatric ward for female prisoners. The Prison Hospital also has a separate isolation ward.

Telephone times at Hämeenlinna Prison and the Prison Hospital:

NOl, NO3, MO2

Weekdays:	at 8:00 am–4:00 pm
Weekends:	at 9:00 am–2:00 pm

NO3.1, NO3.2, NO4, NO5, NO6, MO3, Vans 2.2, 2.1 and 3.3

Weekdays:	at 7:00 am–7:30 pm
Weekends:	at 08:00 am–7:30 pm

Section 13 INTOXICANTS AND PHARMACEUTICALS

Prisoners must not possess, use or prepare alcohol, any other intoxicants, doping substances referred to in Chapter 44, Section 16 of the Criminal Code, or any items intended for using or handling a narcotic substance. A disciplinary punishment may be imposed on a prisoner for possession, use or preparation of the substances and objects referred to above.

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

Prisoners must not be in possession of pharmaceuticals without the permission of a physician or nurse of the Criminal Sanctions Agency. A disciplinary punishment may be imposed for the unauthorised possession of pharmaceuticals, and storage in violation of regulations.

Section 14 ENTRY INTO FORCE

These disciplinary regulations will enter into force on 1 June 2016, cancelling the previously valid Disciplinary Regulations of Hämeenlinna Prison.

Tampere, 23 May 2016

Kirsti Kuivajärvi
Region Director of the Criminal Sanctions Region of Western Finland