

CRIMINAL SANCTIONS REGION OF SOUTHERN FINLAND

PRISON RULES OF THE OPEN PRISON WARD OF KERAVA PRISON

Effective from 16 February 2016

Section 1 GENERAL

These rules 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 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 comply with the prison rules. Breach of the prison rules may lead to a disciplinary punishment, provided that the rules 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 prison rules.

Section 2 MOVEMENT WITHIN THE PRISON AREA

Prisoners may move about and spend time in various locations for activities or work assigned to them, in their accommodation block and in locations designated for outdoor exercise, meals and free time at times specified in the daily schedule for each ward and the enclosed map appendix. Any unauthorised movement inside the prison or in the prison area is prohibited.

Smoking is prohibited in the vicinity of the doors and windows of the facility. Smoking indoors is prohibited.

Fishing, hiking and building a fire in the prison area are prohibited. Picking berries and mushrooms is only allowed with the permission of the prison staff.

A disciplinary punishment may be imposed on a prisoner for moving around in a restricted area without permission.

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.

Section 4 KEEPING SPACES LOCKED AND HEAD COUNTS

Each prisoner is handed a key to his accommodation room. The room must be locked when the prisoner goes to a place other than the accommodation area. The key to the accommodation room may not be carried away from the prison area, except for supervised meetings or visits in which the

prisoner may keep possession of the key. When a prisoner leaves the prison area without supervision, the key must be left with the duty officer of the institution. A disciplinary punishment may be imposed for failure to comply with these regulations.

A daily head count is performed at the institution. Prisoners that are present must report to the open prison ward office at the times indicated in the daily schedule. When a headcount is taken in the accommodation facilities, prisoners must stay in their accommodation room at the time in question.

If necessary, head counts may be performed at any time of the day.

A disciplinary punishment may be imposed for failure to comply with the rules concerning the headcount.

Section 5 ACTIVITIES DURING WORK AND FREE TIME

The open prison ward of the Kerava prison arranges work activities in the fields of facility maintenance, building maintenance, agriculture, garden, repair and construction.

The open prison ward may also grant permission for working and studying outside the prison.

The open prison ward has a library, gym and a football field that may be used at hours specified in the daily schedule of the open prison ward or in separate schedules. Separate permission may be granted for using a computer for written work.

Section 6 PURCHASING ITEMS

Prisoners have the opportunity to acquire foodstuffs and other items once a week, during a visit to a separately specified shop in central Kerava. These shop visits are made under escort and the prison arranges transportation to the shop. Prisoners may purchase products that they are entitled to keep in their possession according to the prison rules. Prisoners must keep receipts for purchases made until they return to the prison, in case of an inspection. Prisoners must have a receipt for all purchases.

Prisoners working or studying outside the prison are allowed to go shopping in a specific shop during the hours specified in the conditions based on which the permission was given, if they are unable to attend the escorted shop visit. Prisoners must retain a receipt of their purchases, and present the receipt and their purchases at the open prison office when returning to the prison.

Prisoners with permission to leave the prison compound and their visitors during official visiting hours are allowed to bring one normal-size plastic bag of food items (including tobacco products and nutritional supplements) for the prisoner's personal use.

Any items brought by visitors must be presented to the staff before they are given to the prisoner.

Section 7 VISITS

Supervised visits at the open prison ward of the Kerava prison are arranged at 9:30–11:00 am on weekends and public holidays. There are no visits on Christmas Eve or Midsummer's Eve. The duration of a visit is 1.5 hours. Prisoners must book meetings in advance and notify the visitor of the visiting time. Prisoners may have no more than two adult visitors at a time. The number of children is not restricted. However, a prisoner may have only one visit per day.

Visits are arranged at a facility designated for this purpose under supervision by prison staff. Before a visit, the visitors must register in the lower floor of the auditorium and show proof of identity (Imprisonment Act, Chapter 17, section 1). Arrangement of visits outside of the institution is prohibited.

Prisoners are not allowed to receive or give any items during visits. All items must be received and given through the prison staff.

If a prisoner breaches the rules concerning a visit or the terms of the visit, the visit may be interrupted and/or he may be subject to a disciplinary measure.

The open prison ward of Kerava Prison has no facilities for arranging unsupervised visits. Instead of an unsupervised visit, a prisoner may apply for leave if there is a weighty reason for it.

Section 8 USE OF THE TELEPHONE, THE INTERNET AND E-MAIL

Prisoners may be given permission to use a mobile phone. Detailed orders and instructions on the use of a mobile phone are provided in the terms of such permission. If the preconditions for granting permission are no longer met or if the prisoner breaches the terms of the permission, the permission may be cancelled. A disciplinary punishment may be imposed on a prisoner for violating the terms of the permission.

On certain conditions, prisoners may be given permission to use the Internet/electronic communication. Detailed orders and instructions on the use of the Internet/e-mail are provided in the terms of the permission. If the preconditions for granting permission are no longer met or if the prisoner breaches the terms of the permission, the permission may be cancelled. A disciplinary punishment may be imposed on a prisoner for violating the terms of the permission.

Section 9 CLEANLINESS

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

Prisoners may affix pictures, posters and other objects on the mounting board provided in the room. A disciplinary punishment may be imposed on a prisoner for affixing such items anywhere else.

It is forbidden to feed animals in the prison compound.

Section 10 POSSESSION OF PROPERTY

Section 10.1. Items and substances not allowed in the possession of prisoners

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

According to Chapter 9, Section 1(1)(3) of the Imprisonment Act, prisoners may not have in their possession objects or substances that cause specific harm to the public order of the prison. Such objects or substances causing specific harm include:

- 1) devices enabling visual imaging and recording. Such devices include cameras and video cameras.
- 2) devices suited for listening and monitoring radio traffic of public authorities or other surveillance of activities of public authorities. Such items include radiotelephones, radio traffic indicators and headphones operated by radio waves. Prohibited items also include binoculars and other optical devices suitable for surveillance.
- 3) substances and objects that cause harm to health or cleanliness or risk of fire. These include tattooing and piercing instruments, animals and candles.
- 4) objects that otherwise endanger the public order of the prison. These include martial arts equipment, gun replicas and items displaying the insignia of criminal organisations or 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.

According to chapter 9, section 1(1)(4) of the Imprisonment Act, prisoners

are not allowed to have objects or substances in their possession 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, that prisoner may be subject to a disciplinary measure.

All property in a vehicle kept by an inmate within the prison area is subject to the same regulations on possession as apply to an accommodation room or elsewhere within the prison area.

Section 10.2. Other factors affecting the possession of items and substances

Prisoners must be 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 their room.

Prisoners may be given a mobile phone and/or a computer, if permission has been granted for the use and possession of such devices. Otherwise, such devices are prohibited, as are any auxiliary and ancillary devices used for establishing an Internet connection. Unauthorised possession of the items described above may result in a disciplinary punishment.

The rooms are furnished, and prisoners are not allowed to bring their own furniture or interior decoration textiles.

The maximum size of a TV set prisoners are allowed to have in their possession is 21" for a cathode-ray tube and 23" for a flat screen.

Insufficiency of power supply does not provide grounds for limiting the number of electrical devices a prisoner may have, except in exceptional cases. 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.

Cars, bicycles and other vehicles may not be stored in the prison compound without the permission of the staff.

Section 10.3 Items and substances subject to inspection

Inmates may not have vitamins in their possession unless they have been provided by the prison's health care staff. Any other vitamins will be stored in the duty officer's room.

Prisoners may not keep nutritional supplements or herbal products in tablet form in their possession, due to the difficulty of inspecting these.

Any and all items to be given to prisoners may be inspected by prison staff.

Prisoners bringing items into the prison must present those items to the staff. Prisoners who attempt to bring items into the prison by avoiding inspection may be subject to a disciplinary punishment.

Section 11 PRISON WARDS

The open prison ward of Kerava Prison consists of ten accommodation wards. The interior doors of each ward must be kept closed.

Section 12 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. A disciplinary punishment may be imposed on a prisoner for the 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 may not have pharmaceuticals in their possession without the permission of a physician or nurse of the prison healthcare services. A disciplinary punishment may be imposed for unauthorised possession of pharmaceuticals.

Entry into force

These rules will enter into force on 16 February 2016.

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