

Criminal Sanctions Region of Western Finland

**SATAKUNTA PRISON
HUITTINEN UNIT
DISCIPLINARY REGULATIONS**

In effect from 1 December 2017

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SECTION 1 GENERAL

These disciplinary regulations contain provisions more specific than those issued in and pursuant to the 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 regulations, provided that the regulations expressly state that a disciplinary punishment may be imposed for such a 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.

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 the accommodation blocks 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 elsewhere in the prison or in the prison area is prohibited without specific permission.

Prisoners living in the terraced house are not allowed to spend time in the accommodation ward of the main building; the exceptions to this include pre-arranged meetings with officials, and illnesses and emergencies. Similarly, prisoners living in the accommodation ward of the main building are not allowed to spend time in the area of the terraced house except during supervised and unsupervised visits. Leisure activities of prisoners living in the terraced house take place within the wire-netting fence, in the leisure barrack and in the library, at times mentioned in the daily schedule.

Prisoners placed in the ‘admission and relapse’ ward are not authorised to move around on accommodation wards other than their own, i.e., the second residential floor. Prisoners from other wards are not authorised to spend time on the second floor or visit cells on the second floor.

A disciplinary punishment may be imposed on a prisoner for unauthorised movement in the prison area.

SECTION 3 DRESS CODE WITHIN THE PRISON AREA

Prisoners must be appropriately dressed within the prison area. Prisoners shall use the protective clothing and equipment assigned by the prison staff during work and activity time while they are at work or taking part in activities.

A disciplinary punishment may be imposed for inappropriate clothing.

SECTION 4 KEEPING PREMISES LOCKED AND HEADCOUNT

Prisoners have the duty to lock the door of their room (= cell) and the lockers in their use when leaving their cell. Prisoners must keep the keys to their room and lockers on their person when moving in the prison outside their own room. The keys may not be taken outside the prison.

A headcount is conducted in the prison at times listed in the daily schedule, and the prisoners must stay in their accommodation room at the time in question. Headcounts may also be conducted at other times, at the discretion of the staff, in which case the prisoners must proceed to their own room, without delay, on hearing the announcement or being asked to do so. Prisoners may leave their rooms only after the headcount has been announced as completed.

In the terraced house, the day begins at the time mentioned in the daily schedule, on one's own initiative. Morning registration takes place in the prison's on-call duty room, at the time mentioned in the daily schedule. Evening headcount is taken at the time mentioned in the daily schedule, at which time prisoners must be in their own room. Headcounts may also be conducted at other times, in which case the prisoners must proceed to their own room, without delay, on being asked to do so. Prisoners may leave their rooms only after the headcount has been announced as completed.

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

SECTION 5 WORK AND FREE TIME ACTIVITIES

The prison arranges work activity as well as activities that support the realisation of goals for the sentence plan and improve work capacity and capabilities. In addition, prisoners can study and take part in rehabilitation organised in group form or as individual work. Working outside of the prison is possible with permission to work at an open institution or civilian work permission.

During their leisure hours, prisoners can take exercise outdoors or indoors, or spend time in facilities reserved for leisure activities. The prison can arrange trips and exercise times outside of the prison.

Spiritual activities are also organised according to a separate weekly programme.

The prison has its own library, and its services can be used at times specified in detail in the daily schedule. When using library services, separately issued instructions provided must be observed.

SECTION 6 PURCHASES

Prisoners are allowed to order food and other items for personal use from the order list through the outside trader serving the prison at least once a week, on the day indicated in the ward's daily schedule. Other possible purchases must be agreed on separately with the prison personnel.

Prisoners living in the terraced house also have an opportunity for a second shopping day, at a time specifically reported, in order to guarantee independent meals. A specific shopping day or shopping days for making purchases can be specified in the terms of permission for studies, civilian work and work at an open institution.

SECTION 7 VISITS

Section 7.1 § Supervised visits

Supervised visits are arranged on Saturdays, Sundays and mid-week holidays. On each day, visits are divided into two groups (visitor group I and visitor group II). The time of the visit for visitor group I is 10:30-11:15 and the time of the visit for visitor group II is 12:05-13:30. Visits are arranged in the visiting room of the terraced house.

Prisoners must complete the visitor form and submit it to the office of the ward no later than by 18:00 on the Thursday preceding the visit and, before mid-week holidays, by 12:00 on the weekday preceding the visit. On the visitor form, the prisoner must provide in writing the names of the people arriving for a visit on the following Saturday, Sunday or mid-week holiday, and indicate which visitor group the prisoner wishes to attend. The visitors are entered into the visitor register.

Prisoners can have one visit per day, and they must personally report the time of the visit to the visitors. The maximum number of visitors per one prisoner is not restricted, but it can be limited if the facilities become cramped. The visitors must register with the prison officers in the visiting room of the terraced house. The visit is not announced to the prisoner until the visitor has registered for the visit. The condition of the visitors is checked, and anyone who is intoxicated cannot attend the visit. Prisoners may not leave a supervised visit at the same time with the visitor, instead the visitors leave first and the prisoners only after that.

All items must be received and given through the prison staff.

If the prisoner violates the conditions for visits, a disciplinary punishment may be imposed on him.

Section 7.2 Unsupervised visits (= family visits)

The Huittinen Unit of Satakunta Prison has two visiting rooms / apartments in the terraced house for 'family visits'. Visits are arranged every day, if necessary, and they begin at 17:00–20:00 and end no later than at 15:00 on the last day of the visit. Exceptional start or end times can be specifically agreed upon.

An application for a family visit can be made with a family visit form. A special counsellor on social work and the Senior Criminal Sanctions Official examine the preconditions for the visit before a visit is granted. The prisoner can be required to take part in a relationship discussion before visits are granted.

Detailed instructions on unsupervised visits are available on the bulletin board and in the orientation guide. As an appendix to the first decision on a family visit, the prisoner and the visitors are provided with *detailed written instructions* that must be followed during the visit.

SECTION 8 § USE OF THE TELEPHONE, COMPUTER, INTERNET, AND SOCIAL MEDIA

Prisoners are able to have possession of their own mobile phone that does not have an Internet connection or a camera. Prisoners can have possession of their own phone at 6:20–21:00. The terms and conditions of possessing one's own phone and other related matters shall be specified by the Deputy Director of the prison. On starting to use a mobile phone, the prisoner shall agree, in writing, to comply with the terms and conditions of its use. Breaking the rules on the use of the phone may lead to a temporary ban on its use; breach of the terms and conditions can lead to a disciplinary punishment.

Prisoners can take their own phone with them for a permitted leave. If the person in question has permission for civilian work, studying or work at an open institution, he/she is able to have permission to use an own phone (also a smartphone). Such permission is granted by the Deputy Director.

The accommodation wards have card telephones for use by prisoners. The phones are prepaid card phones for which a subscription can be purchased from the prison cashier's office. Use of card phones is permitted after the morning headcount, from approximately 6:15 until 22:30. The SIM card attached to the phone card is sealed by a staff member. The SIM card attached to the phone card may not be removed from the card and the seal may not be damaged.

Prisoners may be granted permission to use the prison's computer with an Internet connection that is intended for use by prisoners and to attend to their accommodation, work, studies and other matters outside the prison. Prisoners may also be granted permission to contact family members or other persons close to them via Skype, for instance. Prisoners must submit a written application to the Prison Director, specifically for each purpose of use. If the prison suspects that such contact may jeopardise its safety or security, no permission will be granted. The permit conditions specify the purposes for which prisoners may use the Internet.

Prisoners may not connect to the computer any devices other than those designed for storing information. Also, prisoners may not install on the computer or use any programs other than those already installed on it. No outside devices may be used to connect to the computer.

Deletion of the browsing history is prohibited. Prisoners may not visit websites that are not related to the purpose of use according to the permit conditions.

A prisoner may be granted permission to use social media in exceptional cases where his studies take him outside the prison and where tasks or mandatory discussion groups related to studies are provided in social media. In such cases, the use of social media is restricted to study purposes only. Prisoners must submit a written application to the Deputy Director of the prison for using the

Internet and separately for social media also, specifying each purpose of use. Permission to use the Internet and social media is registered in the terms of the study permit. The terms of permission specify the purpose of use for which the Internet and/or social media may be used. If the prison suspects that such contact may jeopardise its safety or security, no permission will be granted.

If the prisoner breaches the provisions of these disciplinary regulations on the use of the computer, the Internet or social media, or uses the computer in violation of the purpose specified in the permission, the permission can be cancelled and/or a disciplinary punishment can be imposed on the prisoner.

SECTION 9 CLEANLINESS

The furniture of the accommodation room must be kept in the order according to the furniture list, and all items must be stored in cabinets and other storage spaces. With regard to cleanliness, prisoners must observe specific instructions issued by the staff, which are available in the appendices to the disciplinary regulations and/or orientation guide. Prisoners must attend to the cleaning and sanitation of their accommodation room, and for household chores.

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.

Smoking is prohibited in all indoor facilities in the prison, except for the holding, isolation and punishment cells. Smoking is allowed on the smoking area in the prison's courtyard, at times specified in the daily schedule. A disciplinary punishment can be imposed for smoking in the cell, in indoor facilities other than the holding, isolation or punishment cells, in areas other than the smoking area, or at night during the silent hours.

SECTION 10 POSSESSION OF PROPERTY

Section 10.1 Forbidden items and substances

According to Chapter 9 section 1(1) paragraph 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, Also, they include chemicals that may be used to manufacture explosives, such as hair dyes containing hydrogen peroxide, and lithium batteries. 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 may not have in their possession objects or substances that are particularly suited for damaging property. These include, for example, tools suited for damaging property.

According to Chapter 9 section 1 (3) of the Imprisonment Act, prisoners are denied possession of items and substances that cause a special detriment to the general order of the prison. Such objects that cause specific harm include:

- 1) Devices enabling visual imaging and recording. Such devices include cameras and video cameras.
- 2) devices suited for listening to 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, candles, plants and animals.
- 4) Objects that otherwise endanger the public order of the prison. Such items include combat and escape devices, imitation firearms and objects equipped with the insignia of criminal organisations and groups.

The conversion of objects in a prisoner's possession to make them more suitable 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.

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.

Section 10.2 Other factors affecting the possession of items and substances

Prisoners are allowed to have a reasonable number of clothes, utility items or other property in their possession. The number of items in a prisoner's possession must be such that the items can be stored in the storage spaces, cabinets and shelves in their room.

If there is an identical or similar item already included in the standard fittings of the accommodation room, the prisoner will not be given that item. Prisoners shall also not be given any other items that the prison has already obtained for the use of prisoners, assuming that the prisoners have access to these items.

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

A prisoner may be given possession of a mobile phone of their own and permission for electronic communication with the prison's Internet computer (see Section 8 for details). Otherwise, such devices are prohibited, as are any auxiliary and ancillary devices used for establishing an Internet connection. A disciplinary punishment may be imposed on a prisoner for unauthorised possession of the items listed above.

Insufficient power supply does not, except in exceptional cases, constitute grounds for limiting the possession of electrical devices. Electrical devices must be switched off when not in use.

Section 10.3 The inspection of items and substances

Prisoners may not have supplements, vitamins or natural products in powder, pill or capsule form in their possession. Prisoners can only acquire the aforementioned products with an order from a physician or nurse of the Prison Health Care.

All energy and recovery products (fluids, bars) given to prisoners must be 'finished products'. All items given to the prisoner may be inspected by the prison staff. When bringing items to the prison, the prisoner must present all 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 Huittinen Unit has an accommodation ward (the main building) and apartments for accommodation by prisoners ('unit of less restricted accommodation'). In addition, the accommodation ward of the main building has an 'admission and relapse ward' that is more restricted than the rest of the ward. Each ward has its own daily schedule.

Prisoners living in the 'admission and relapse ward' are not allowed to visit cells in other wards, or vice versa. Prisoners in the admission and relapse ward are not allowed to move around in on other wards or floors, either. Prisoners from other wards are allowed to move around on the second floor only to interact with officials, to collect or return a phone, or when work activity so requires. Ward kitchens are specific to each ward.

A disciplinary punishment may be imposed on a prisoner who moves around in a prohibited area or in the wrong ward.

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. For the possession, supply, 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 of the prison healthcare unit. A disciplinary punishment may be imposed for the unauthorised possession of pharmaceuticals or any other misuse of pharmaceuticals.

SECTION 13 ENTRY INTO FORCE

These Disciplinary Regulations for Satakunta Prison, Huittinen Unit will enter into force on 1 December 2017, cancelling the previous Disciplinary Regulations, which entered into force on 27 May 2013.

Tampere, 7 November 2017



Kirsti Kuivajärvi
Region Director

If there is a conflict between the original Finnish version and this translation, the original version shall be observed.

APPENDICES

Appendix 1 Map of unrestricted areas