

Criminal Sanctions Region of Western Finland

SATAKUNTA PRISON

KÖYLIÖ UNIT

DISCIPLINARY REGULATIONS

Effective as of 01/06/2017

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Section 1 GENERAL

These disciplinary regulations contain provisions more specific than those issued in and pursuant to the Imprisonment Act 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 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.

Section 2 MOVEMENT WITHIN THE PRISON AREA

Prisoners may move about and spend time at locations for activities 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 for each ward. Prisoners are not permitted to visit or spend time in any other accommodation ward apart from their own ward. Any unauthorised movement elsewhere in the prison or in the prison area is prohibited. A disciplinary punishment may be imposed on a prisoner for unauthorised movement in the prison area or ward.

When moving in other areas in the prison than their own accommodation ward, prisoners are not permitted to carry with them any items, materials or equipment with the exception of smoking equipment and room keys, without the permission of an official of the Criminal Sanctions Agency. Any conduct violating these regulations may result in a disciplinary punishment.

Section 3 DRESS CODE WITHIN THE PRISON AREA

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

Prisoners are obliged to wear personal protective equipment and clothing in all other activities other than free-time activities as instructed by the prison personnel or other persons supervising the activity.

Section 4 KEEPING PREMISES LOCKED AND HEADCOUNT

The doors at the end of each accommodation unit, the entrance doors to the prison and the doors to the rooms (cells) of the prisoners are to be kept locked during the times provided in the daily schedule.

Prisoners have the duty to lock the door of their room 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. When leaving the prison compound, for example, for a permitted leave or unsupervised visit, the keys must be handed over to personnel at the prison reception. A disciplinary punishment may be imposed for failure to comply with these regulations.

Headcounts are conducted at the times provided in the daily schedule. Prisoners are obliged to be present at the headcount; in other words, the prisoner must either be in their room or an other area designated for the headcount. Prisoners may leave their rooms only after the headcount has been announced as completed. During the headcount, the prisoners must stand up facing the door of their room. The lights in the cell must be switched on. Headcounts may also be conducted at other times than those provided in the daily schedule, in which case everyone must proceed to their own room immediately on hearing the announcement.

If a prisoner remains without an acceptable reason in an area other than their own room or an area designated for the headcount when the accommodation unit is being locked up, that prisoner may be subject to a disciplinary punishment.

Section 5 TAKING PART IN ACTIVITIES AND PRISONERS' FREE TIME

Prisoners may participate in work activities in sign production, construction work, and repair and maintenance work in the prison's outdoor areas and in textile folding. Prisoners may also work at the kitchen and other domestic and building service duties.

In addition to the above, the prison arranges preparatory work and other activities that support the goals of prisoners' sentence plans and work capability and capacity as well as various types of rehabilitation and training, rehabilitative group activities and individual consultation.

An external education provider arranges vocational training in the field of construction or other occupational and preparatory training.

Prisoners are not allowed to take any items, materials, tools or foodstuffs from the activities to the ward without the personnel's permission. If a prisoner takes or attempts to take any of the above items or materials to the wards without the permission of the personnel, that prisoner may be subject to a disciplinary measure.

Free-time activities vary depending on the season; information on the activities is provided on the notice board and/or the orientation guide. These activities may include crafts, studying, gym and other physical exercise, karaoke, musical instrument playing, jewellery course and AA and NA groups.

Spiritual activities are also organised according to a separate weekly programme. The spiritual guidance is organised by a deacon from the Finnish Evangelical Lutheran Church. Spiritual and free time activities can be participated in as instructed by the personnel and according to separately given guidelines.

The use of library services is possible at least once a week at times provided on the notice board of the ward. Prisoners subject to security measures or disciplinary punishment and prisoners kept in isolation may use the library services by using a transaction form. When using library services, separately issued instructions provided on the library notice board must be observed.

Section 6 PURCHASES

Prisoners are allowed to order food and other items for personal use from the order list through the trader serving the prison. Purchases can be ordered once a week on a day provided on the ward's notice board. Products outside the list are not permitted and will not be delivered to prisoners. The prisoner is personally responsible for ensuring that there are sufficient funds in the payment card account to pay for the purchases on the day of delivery. Any misuse of the purchase entitlement may result in a disciplinary punishment.

Prisoners may on reasonable grounds be granted permission to make a visit outside the prison premises escorted by prison personnel to purchase goods. The goods to be obtained during the visit must be previously requested for and receipts for the goods purchased as agreed in the permission must be kept safe so that the personnel can verify that the goods have been paid for.

Other possible purchases, such as clothing and craft supplies, must be agreed on separately with the prison personnel.

Section 7 VISITS

Section 7.1 Supervised visits

Time and duration of visits

Supervised visits are arranged on Saturdays and Sundays between 11:00 and 13:00. The visiting period is divided into two time slots. The first visiting time is 11:00 – 11:45 (Visitor group I). The second visiting time is 12:15 – 13:00 (Visitor group II).

Number of visits and visitors

A prisoner may have one supervised visit per weekend. The prisoner may be visited by a spouse and the children belonging to the same family or a maximum of three (3) other visitors.

Practical arrangements for the visits

Prisoners must book the supervised visits on a separate visitor form and submit it to the supervisory personnel or the postbox at the ward no later than 18:00 on the Thursday preceding the visit. On the visitor form, the prisoner must provide in writing the names and addresses of the people arriving for a visit on the following Saturday or Sunday, and indicate which visitor group the prisoner wishes to

attend. The information is entered into the visitor register. The prisoner shall inform the visitor of the visiting time.

The list of visitors will be taken to the visitor facilities and only those visitors whose names are on the list are able to visit a prisoner. The visitors must arrive well in time, and no later than 15 minutes before the visiting time begins.

During the visit, the prisoner and visitor will sit in the visitor room in opposite sides of a table.

Conditions of visits

Neither the visitor nor the prisoner may have note-taking supplies with them or pass written messages without the permission of the prison staff.

No touching is permitted during the visit.

If a prisoner violates these conditions, the prisoner may be subject to a disciplinary punishment and /or the visit may be terminated.

More detailed instructions and further information concerning visits is available in the prisoner's orientation guide and/or a separate instructions on visits.

Section 7.2 Supervised visits with children

Supervised visits with children are arranged on Saturdays and Sundays between 12:15 and 13:00 for children or grandchildren aged 15 or younger. During the visit, the child may touch the parent/grandparent. Children are not allowed in the prison without an escort (family member or a public official) unless the presence of an escort is deemed unnecessary due to the child's development level, prior visits, or another justified reason. The escort may accompany the child to the visit.

Visits by children are requested for on a separate form. The prison's special instructor (social work) establishes with the prisoner's permission the situation with the child/children before granting the first visit and is in contact with the person who will escort the child. If necessary, the special instructor contacts the social welfare office in the child's home municipality, if the child's interest or its assessment requires this.

The presence of other persons (e.g. the other parent of a child, grand parents, foster parents, officials etc.) at the event shall be determined on a case-by-case basis.

The room must be left clean and tidy after the visit. During visits with children, the visitors are permitted to bring with them the necessary amount of nappies, unopened baby food containers, unopened cartons of baby formula milk, an empty baby bottle and a baby soother. The visiting room is equipped with disposable spoons. Children's own toys may not be brought to the visitor room.

Section 7.3 Unsupervised visits (=family visits)

How to request for a visit

Requests for unsupervised visits are made on a separate form, on which the prisoner signs their consent to the presenting official handling the case to make inquiries to establish the conditions for the visit and be in contact with the visitors and, when necessary, with the social welfare and child protection authorities.

The time and duration of unsupervised visits and how often they may be granted

The space reserved for unsupervised visits is the so-called family visit facility. The visits may be organised on any day except on Fridays. The unsupervised visit begins between 17:00–19:00 and ends on the following day at 14:00 at the latest.

An unsupervised visit may be granted to a prisoner once per calendar month.

Conditions for the visit

The prisoner is responsible for keeping the premises clean and in good order during the visit. The facilities must be left clean and tidy after the visit.

Pets are not permitted in the facilities.

Smoking inside the facilities and near the buildings is forbidden.

Section 7.4 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 staff well before the agreed visit and agree in advance on the reception and/or handing over of the goods. Prisoners are permitted to receive no more than two (2) newspapers and magazines and five (5) books during a visit. The number and type of items handed over to the prisoner must be such that they can be inspected without breaking them.

What a reasonable number of items and property to be received shall is determined on the basis of the amount of property in the prisoner's personal possession and in storage as well as the storage capacity and spaces for items in the room and fire safety considerations. Visitors may hand over items only to the person they are visiting and the items must be marked with the names of the visitor and the prisoner. Visitors leave and receive items at a place designated by the prison before the visit begins.

Section 8 USING THE TELEPHONE

Prisoners can make phone calls during the hours provided in the daily schedule of the ward.

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. The prisoner is liable for the cost of telephone calls.

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 prisoner may leave outgoing mail in the post box in the downstairs lobby of the accommodation unit or give it to the personnel for posting. The name of the sender must be indicated clearly in all letters, other postal items and messages sent from the prison. If prisoners do not wish to write their name on the letters, they must hand them over to prison staff in person. This rule does not apply to letters addressed to authorities that supervise the prison operations or to human rights supervisory bodies.

A disciplinary punishment may be imposed to prisoners who post mail in the postbox of the ward without the sender's name, unless it is mail addressed to supervisory officials.

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 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 attaching pictures, poster or other items on any other surface than the board provided for this purpose in their room.

Items, materials or furniture intended for shared use are not to be moved to cells without staff permission. Failure to comply with this rule may result in a disciplinary punishment.

Smoking is forbidden indoors at the accommodation unit at times when the prisoners are permitted to go outside according to the daily schedule. The personnel will specify the permitted times and areas for smoking at prisoners' activity areas. Smoking outside the designated areas or during times when smoking is not permitted may result in a disciplinary punishment.

Section 11 POSSESSION OF PROPERTY

Section 11.1 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, and chemicals that may be used to manufacture explosives, such as hair dyes containing hydrogen peroxide, or 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 are not allowed to have in their possession objects or substances that are particularly suitable for damaging property. These include, for example, tools suited for damaging property.

According to Chapter 9 section 1(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. These items and substances that cause a special detriment include:

- 1) Devices suited for saving data/images. 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 enabling messaging through electronic communication. 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 associated closely with electronic communication are also prohibited.
- 3) devices suited for listening to and monitoring the radio traffic of public authorities or other surveillance of the 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.
- 4) substances and objects that cause harm to health or cleanliness or risk of fire. These include tattooing and piercing instruments, candles, plants and animals.
- 5) 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 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)(5) 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.

Section 11.2 The inspection of items and substances

According to Chapter 9 Section 1(1)(4) of the Imprisonment Act, no items or substances are allowed in a prisoner's possession that cannot be inspected without unreasonable effort or without damaging such items. Such items include "burned" CDs, nutritional supplements, natural health products and vitamins.

All food, hygiene and smoking products and equipment must be ordered through the prison from the contract trader serving the prison using an order list. If prisoners take such products with them outside the prison without immediate supervision by personnel of the Criminal Sanctions Agency, these will not be returned to prisoners when they return to prison.

It must be possible to inspect items without damaging them. In terms of structure, any items in a prisoner's possession must be such that they are not conducive to use for concealing prohibited objects or substances. For example, extra adaptors and chargers will not be handed over.

Giving a prisoner possession of an electrical device requires that the device has been granted type approval, it 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 for attempting to transport goods into the prison without permission by evading inspection.

Section 11.3 Other factors affecting the possession of items and substances

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 their room. The number of CD and DVD players, console games, books and other similar items to be handed over may for this reason be restricted. Copies of CD, PS and DVD discs are not handed over. In unclear cases, the reasonable number of items is determined by the Criminal Sanction Agency official in duty.

According to Chapter 9 Section 1(1)(6), prisoners shall not be given items or materials of any kind that the prison has already obtained for the use of prisoners, assuming that the prisoners have access to these items. If there is an identical or similar item already included in the standard fittings of the cell, the prisoner will not be given that item.

The rooms are furnished, and prisoners are not allowed to bring their own furniture or home textiles such as bed linen, towels, rugs or curtains.

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

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.

Section 12 PRISON WARDS

The prison has wards with different levels of supervision to which prisoners may be assigned based on their behaviour, commitment to substance-free life, the prisoner's sentence plan, a disciplinary violation or to guarantee security. Each ward has a daily schedule confirmed by the Prison Director.

The Northern and Southern accommodation units and the front section on the first floor of the unit

The ward is located on the second floor of the accommodation unit. The ward is intended for prisoners who participate in activities on a daily basis. The doors at the end of the wards are locked during the daytime activity periods unless otherwise instructed in the daily schedule. Prisoners can leave the ward when it is open to participate in free time activities, to meet officers, to make phone calls, to wash their laundry etc. during the times provided in the daily schedule. The wards may not be accessed by any other prisoners except for those who live there.

Eastern accommodation unit

The ward is located on the second floor of the accommodation unit. The ward can be accessed by agreement by prisoners committing to substance-free life and who participate in activities on a daily basis. Prisoners must commit to a life without substances.

The ward is open during the day as provided in the daily schedule. The ward has shared washrooms. Prisoners can leave the ward freely during times indicated in the daily schedule. The ward may not be accessed by any other prisoners except for those who live there.

Reception ward and isolation and holding cell ward

The reception ward is located on the first floor, at the back of the accommodation unit. The ward is open during the day as provided in the daily schedule. The ward is intended for prisoners arriving at and leaving the prison.

The ward also houses the holding and isolation cells. The ward is used for, for example, those placed in solitary confinement, those held in isolation due to an ongoing investigation and those placed under supervision and isolation.

Section 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, 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 from the Criminal Sanctions Agency. A disciplinary punishment may be imposed for the unauthorised possession and use of pharmaceutical as well as the storage, if in violation of regulations, and any other misuse of pharmaceuticals.

Section 14 ENTRY INTO FORCE

These Disciplinary Regulations for Satakunta Prison, Köyliö Unit will enter into force on 1 June 2017, cancelling the previous Disciplinary Regulations, which entered into force on 1 February 2014.

In Tampere 11/05/2017



Kirsti Kuivajärvi
Region Director