

Criminal Sanctions Region of Western Finland

**VILPPULA PRISON
ORDINANCE**

Enter into force on 1.3.2017

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§ 1 GENERAL INFORMATION

This ordinance contains 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 the pursuit of leisure activities, and on the possession of property as well as on other similar issues relating to the maintenance of prison order and the arrangement of operations.

Prisoners must comply with the prison ordinance. 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. Such an instruction or order may involve instructing or ordering a prisoner to comply with a provision of the prison ordinance.

§ 2 MOVEMENT WITHIN THE PRISON AREA

Prisoners may move about and spend time at locations for activities or work assigned to them and at the locations designated for accommodation, outdoor exercise, meals and free time at times specified in the daily schedule for each block and the enclosed map appendix. Any unauthorised movement inside the prison or the prison area is prohibited. All inmates must be in their respective residential units when the facility is closed. A disciplinary punishment may be imposed on a prisoner for moving in a restricted area without permission.

§ 3 CLOTHING WITHIN THE PRISON AREA

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

At activity locations prisoners must wear protective equipment or clothing ordered by the work supervisor or another person responsible for such activities.

§ 4 KEEPING PREMISES LOCKED, HEADCOUNT

The day begins and ends with a headcount taken at a time indicated in the daily programme. A headcount is taken in the morning and afternoon such that prisoners report to the control room. In the evening the headcount is taken in the prisoners' own rooms. The outer doors to the residential units are locked after the headcount so that they cannot be entered from the outside. Inmates are not allowed to leave their residential units without permission from the staff between 9.00 pm and 6.00 am on weekdays and between 9.00 pm and 7.00 am at weekends.

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

Prisoners are obliged to keep the door to their room locked whenever they leave the room.

§ 5 WORK AND FREE TIME ACTIVITIES

Vilppula Prison provides vocational training. Inmates at Vilppula Prison are also able to take part in work activities and work at an open institution, and to obtain a study permit for studies outside the prison and a permit for work outside the facility.

Prisoners can participate in guided crafts according to the weekly programme. They can also practise crafts independently, in spaces reserved for such activity.

The prison arranges joint visits to the library in Mänttä-Vilppula.

Hobby facilities in the prisoners' movement area are available during the prisoners' free time. There is a jogging trail outside the movement area, and prisoners must report to the control room whenever entering or exiting the trail. A weekly programme about exercise and free time activities outside the prisoners' movement area and yard is available for reading on bulletin boards. Prisoners can register for such events by writing their name in a folder in the control room.

§ 6 ACQUIRING ITEMS

Prisoners can acquire food and other daily items at least once a week during escorted visits to the store. Detailed times are indicated in the daily schedule of the prison.

Items purchased by prisoners are inspected during the store visit, and the prisoners must keep receipts for purchases until they return to the prison, in case of an inspection.

§ 7 VISITS

§ 7.1 Supervised visits

Visits are arranged on Saturdays and Sundays and between 10.00 am and 2.30 pm on public holidays. Visitors must arrive for a visit between 10.00 am and noon and report to the control room. A maximum of two adults accompanied by minor children may arrive for a visit at any one time.

On Saturday or Sunday, the prisoner should report in writing the names and dates of people arriving for the visit, using a visit form available from the control room. The form must be returned to the control room by 8.30 pm on the Thursday prior to the visit. A form concerning a visit on a public holiday should be returned by 3.00 pm on the weekday prior to the visit.

Only persons who have been specified in advance are allowed to take part in a visit. All visitors must show proof of their identity.

Visitors may not bring food with them on a visit. Any items intended for inmates must be left for inspection in the control room, from where the inmate can pick them up afterwards.

§ 7.2 Unsupervised visits

Unsupervised visits are possible on both weekdays and weekends. The duration of a visit ranges from half a day to several days. Visits can be arranged at intervals of approximately three weeks, depending on the availability of facilities. Prisoners should apply for a permit for an unsupervised visit / family visit by submitting an application to the senior instructor. After obtaining a favourable decision, the prisoner should make a preliminary reservation with the senior instructor for family work for a time to receive a visit, and the date and time will be confirmed approximately one week before the planned time for the visit.

§ 8 USING THE TELEPHONE AND A COMPUTER, AND PERMIT FOR ELECTRONIC COMMUNICATIONS

Prisoners are able to obtain a permit for possession of a mobile phone that does not have an Internet connection or a camera. The terms and conditions of possessing a mobile phone and other related matters shall be specified by the Deputy Director of the prison. On receiving a mobile phone, the prisoner shall commit himself in writing to complying with the terms and conditions of its use. Breaching the terms and orders concerning the use of the mobile phone may lead to a ban on its use and/or a disciplinary measure.

A prisoner may be granted permission for a specific reason to use the prison's computer with an Internet connection that is intended for use by prisoners and to attend to his accommodation, work, studies and other matters outside the prison. 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, specifying each purpose of use. If the prison suspects that such contact may jeopardise its safety or security, no permission will be granted. The terms of permission specify the purpose of use for which the Internet may be used.

In exceptional cases, a prisoner may be granted permission to use the Internet on his personal computer; for example, when the prisoner's studies require the use of a personal computer. Permission for using a personal computer with an Internet connection should be requested from the Deputy Director. The terms and orders for such use are specified when permission is granted.

Prisoners can use their personal computer without an Internet connection for studies or another specific purpose according to the permission specifically requested from the Deputy Director and the instructions supplied.

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 contact the computer.

A disciplinary punishment may be imposed for breaching the orders applying to the use of a computer and the Internet.

§ 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.

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.

§ 10 POSSESSION OF PROPERTY

§ 10.1 Items and substances which may not be possessed by prisoners

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; chemicals that may be used to manufacture explosives, such as hair dyes containing hydrogen peroxide or lithium batteries; and sharp objects such as scissors with sharp tips, as well as hypodermic needles and syringes, unless these are 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 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 as cameras and video cameras.
- 2) 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 suited for surveillance.
- 3) substances and objects that cause harm to health or cleanliness or the risk of fire. These include tattooing and piercing instruments, animals and candles.
- 4) objects that otherwise endanger the public order of the prison, such as martial arts equipment, gun replicas and items displaying the insignia of criminal organisations or 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 to make it suited for use as a striking weapon, or shaping a handle on a pen.

If any prohibited items or substances of the kind described above are found in the possession of a prisoner, that prisoner may be subject to a disciplinary measure.

Inmates are permitted to keep a motor vehicle in the prison car park with the staff's permission. 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.

§ 10.2 Other factors concerning the possession of items and substances

Prisoners shall 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.

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 items of any kind that

the prison has already obtained for the use of prisoners, assuming that the prisoners have access to the items thus obtained.

A prisoner may be given possession of a mobile phone and/or computer where permission has been specifically granted by the Director or Deputy Director. Otherwise, such devices are prohibited, as are any auxiliary and ancillary devices used for establishing an Internet connection. Prisoners may not have in their possession personal phones or supplies related to phones, such as a SIM card, hands-free equipment or a charger without permission. Prisoners found to have any of the above-mentioned items illicitly in their possession may be subject to a disciplinary measure.

Prisoners are allowed to possess C and VHS cassettes, CD and DVD records and console games, and a number of books that can reasonably be assumed to fit in the storage spaces inside the accommodation room.

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

The power for any electrical device that is not being used must be switched off.

§ 10.3 Items and substances subject to inspection

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 supplements, organic products and vitamins.

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.

Giving a prisoner possession of an electrical device is dependent on the device having been granted type approval, on its casing being intact and on its having an identification number.

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.

Any and all items to be given to prisoners may be inspected by prison staff. Prisoners bringing items into the prison shall present those items to the staff. A disciplinary punishment may be imposed on a prisoner for attempting to transport goods into the prison by evading inspection.

§ 11 SUBSTANCE USE 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 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 Criminal Sanctions Agency physician or nurse. This also applies to different kinds of medicinal salves and lotions. A disciplinary punishment may be imposed on a prisoner for possession of pharmaceuticals or different kinds of medicinal salves and lotions.

§ 12 ENTRY INTO FORCE

This ordinance shall enter into force on 1.3.2017, cancelling the previously valid (27.5.2013) ordinance.

Tampere, 22.2.2017



Kirsti Kuivajärvi
Region Director
Criminal Sanctions Region of Western Finland