

INSTRUCTIONS FOR A PERSON STARTING A PRISON SENTENCE

You have just received an order to report to prison. If you have contacted a community sanctions office in accordance with an invitation sent to you earlier, you have already been heard regarding the placement prison, the date of reporting to the prison, and the activities during imprisonment. The decision on the placement prison has been made by the Assessment Centre of the criminal sanctions region that covers the area where you live.

These instructions contain information that you need when you go to prison.

Personal property

Prisoners are allowed to possess a reasonable amount of private property in prison. The articles may not cause harm to the cleanliness, order, or safety of the prison. You can bring, for instance, clothes, books, and personal hygiene products (**not**, however, liquids or pastes) with you in prison. The cells are equipped with a television. Electrical devices are inspected at the expense of the prisoner before they are given to the prisoner's use in prison.

In closed prisons, the prisoners are not allowed to use mobile phones. Open prisons have different practices regarding the use of mobile phones. On certain conditions, some open prisons may allow the prisoners to use their own mobile phones, if they do not have any smart phone features or a camera. Some open prisons give the prisoners mobile phones, which they can use there. The prisoners cannot use their own tablets or similar devices.

If you have continuous medication when your prison sentence begins, it is important that you bring a few days' worth of necessary medication as well as the prescriptions and possible medical certificates with you.

Each sentenced person arriving in prison is given one free personal hygiene kit, which contains, among other things, a toothbrush, toothpaste, disposable razors, and shampoo. The prison provides some hygiene products for the prisoners in the washing facilities of the prison.

Bringing food to the prison is forbidden. Meals are arranged by the prison. In some open prisons, the prisoners are responsible for some of their meals on their own, for example, during weekends. Persons, who arrive in an open prison right before weekend, should reserve money for buying foodstuff in case there is not enough time to pay food allowance, which is meant for arranging their own meals themselves.

The prisoners can buy foodstuff, tobacco, and hygiene products from the prison canteen (in closed prisons) or a local shop / mobile shop (in open prisons).

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It is forbidden to possess alcohol or other intoxicating substances, doping substances, or articles intended for narcotics use in prison. Other forbidden articles include, among other things, firearms, edged weapons, explosives, cameras, video cameras, and computers. The **prison rules** of each prison contain more specific regulations on the prisoners' right to possess property and on other issues relating to the maintenance of prison order. Before going to prison, you can get further instructions from the prison in question or on the website of the Criminal Sanctions Agency www.rikosseuraamus.fi.

If you are going to a *closed prison*

You must take an identity card or other valid document with a photograph, which proves your identity, with you in prison.

You should take some money with you for shopping in the prison canteen. In closed prisons, the possession of money is forbidden. Money that the prisoners receive from outside the prison and the financial benefits paid by the prison are deposited in a personal Prepaid Card, which the prisoners in closed prisons get into their possession when they make purchases in the prison canteen. Each Prepaid Card has an individual account number and a PIN code, which is needed when the card is used. On a permission of leave, the prisoners can use the Prepaid Card outside the prison to withdraw money at cash machines or to pay in places that accept a chip card.

Duty to participate

The prisoners are obliged to participate in activities arranged or approved by the prison. The activities are based on a sentence plan drawn up for each prisoner.

Prisoners' financial situation

In closed prisons, the prisoners are paid an activity allowance, which is EUR 3.01 or 4.62 per activity day, for taking part in work, education, or other activity. Additionally, the prisoners receive an expense allowance, which is EUR 1.60 per each prison day. The activity allowance is not taxable income.

Clothing

In closed prisons, the prisoners wear prison clothes or their own clothes.

Contacts with the outside world

Detailed instructions on visiting possibilities, correspondence, postal items, telephone use, and permissions of leave can be found in the prison rules.

If you are going to an *open prison*

Sentenced persons, who are placed in an open prison, may be ordered to report to a closed prison for the purpose of substance testing. If the substance tests are negative, they are transferred to the open prison as soon as possible.

You must take an identity card or other valid document with a photograph, which proves your identity, with you in an open prison. You should also take your health insurance card, i.e. the so-called Kela card, with you.

Prisoners' financial situation

The prisoners participating in work, training, or rehabilitation are paid EUR 4.62 or 7.35 per activity day. In some open prisons, it is possible to get taxable wages for work done for some other employer than the Criminal Sanctions Agency. In such cases, the prisoners need to bring their tax card. On top of the activity allowance and the wages, the prisoners receive an expense allowance, which is EUR 1.60 per each prison day.

In open prisons, the prisoners can also work or study outside the prison if they fulfil the permit conditions. You can apply for a permit to the prison director.

Bank account

In open prisons, the earnings and benefits are paid into each prisoner's own bank account. Therefore, you need your bank account number with you. The earnings and benefits are paid into the account you have given on the dates of payment in accordance with the payment schedule. The earnings and financial benefits are paid to a Finnish bank account. If you do not have a Finnish bank account, your earnings are paid into the Prepaid Card provided by the Criminal Sanctions Agency. In open prisons, the prisoners have their money and Prepaid Card in their possession.

Clothing

In open prisons, the prisoners wear their own clothes. For work purposes, you should take clothes suitable for, among other things, working outside.

Duty to participate

The prisoners are obliged to participate in activities arranged or approved by the prison. The activities are based on the sentence plan drawn up for each prisoner.

Contacts with the outside world

Detailed instructions on visiting possibilities, correspondence, postal items, telephone use, and permissions of leave can be found in the prison rules.

Further information

Further information is available at www.rikosseuraamus.fi. The contact information of the prisons can be found under the heading *Units*.

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