

# Information for prisoners in Naarajärvi Prison

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## General

You have arrived in Naarajärvi Prison, which is an open prison in the Criminal Sanctions Region of Eastern and Northern Finland. Naarajärvi Prison is an open prison with 84 places and it is located in Pieksämäki. The prison is meant for male prisoners, who serve a regular prison sentence or a conversion sentence for unpaid fines and are committed to abstinence from substances. Prisoners are placed in one of the four accommodation wards, which are independent units. Naarajärvi Prison is a substance-free unit, where you are required to commit yourself to abstinence from substances. The abstinence from substances is monitored with the help of substance testing.

You are now reading the information leaflet for prisoners in Naarajärvi Prison. The purpose of this leaflet is to tell about the operation of this prison and the practices linked to serving a sentence. You should also read the prison order, which contains more detailed provisions than the law and the decrees and regulations issued under it. Each ward has a daily schedule, where you can find the timetable of the ward, including mealtimes and activity hours. In addition, each accommodation ward has a folder containing the provisions on imprisonment, i.e. the acts, decrees, regulations, and instructions / a list of the regulations and instructions.

You can find a list and contact information of the authorities supervising the operation of prisons on the notice boards of the accommodation wards.

Foreign prisoners can be in contact with the diplomatic or consular mission of their home country and, where possible, they are provided with interpretation services.

In all unclear matters, you can turn to the staff in order to obtain correct information and instructions.

### Contact details for the prison:

Street address:

Naarajärvi Prison

Linnatie 25

76850 Naarajärvi

Telephone: +358 29 56 85700, during office hours

Control room: +358 29 56 85723, outside office hours

Official email: [naarajarvi.vankila@om.fi](mailto:naarajarvi.vankila@om.fi)

Email to a prisoner: [vankiposti.naarajarvi@om.fi](mailto:vankiposti.naarajarvi@om.fi)



Map of the prison area

1. Control room
2. Workshop
3. Dining room
4. Administrative building
5. Accommodation ward 1
6. Accommodation ward 2
7. Accommodation ward 3
8. Accommodation ward 4
9. Gym / sauna
10. Real estate maintenance facilities
11. Free time activities
12. Handicrafts
13. Family visits

## **Personal official and induction**

You are appointed a personal official for the duration of your prison sentence. The personal official is actively present in the daily life of your prison term and takes care of the smooth progress of the enforcement of your sentence. With the personal official, you can discuss issues concerning you, such as the goals of the sentence plan and how to advance and achieve them, the preparation of permission (e.g. prison leaves), the use of online services, and other everyday matters.

When you arrive in prison, the staff will introduce you to the operation, rules and daily schedule of the prison. You will be told about your rights and obligations, the prison area and the different prison activities.

## **Sentence plan**

An individual sentence plan is drawn up for you before you arrive in prison. It guides the serving of the sentence term, release, and conditional release. The sentence plan includes goals you should try to achieve during your sentence term. The plan and the offered options determine in which activities you will be placed in prison. You can influence the progress of your sentence plan by working together with the staff towards the goals set out in the sentence plan. The progress of the sentence plan affects, among other things, prison leaves and the placement in probationary liberty under supervision. The realisation of the sentence plan is monitored regularly and reviewed in prison at least three times a year.

In Naarajärvi Prison, a team of prison staff meets once a week to discuss the placement of new prisoners in activities according to their sentence plans. Usually, the senior work supervisor has interviewed the prisoner before the meeting. In addition to the senior work supervisor, also the senior instructors and the senior criminal sanctions official on duty attends the meeting.

The prison officers and criminal sanctions officials acting as personal officials use an interactive approach to guide and encourage prisoners to follow their sentence plan.

## **Decision on term of sentence**

The Enforcement Unit makes a decision on your term of sentence at the beginning of your imprisonment. The decision includes the grounds for calculating the term of sentence, the date when the prison sentence or the conversion sentence for unpaid fines is served, the date of conditional

release or other release, and the end date of the probationary period. In addition, the decision includes the earliest date for a prison leave granted based on the length of the term of sentence.

A decision concerning the term of sentence of those serving a sentence of life imprisonment includes the earliest date when the prisoner may be conditionally released. A decision concerning a combination sentence indicates the supervision term and its start date.

In matters relating to a sentence and the term of sentence, you can contact the liaison official handling enforcement in the prison.

### **Probationary liberty under supervision**

Placement in probationary liberty under supervision is possible at the end of the sentence term if the conditions for probationary liberty under supervision are met. You can be placed in probationary liberty under electronic supervision a maximum of six months before your conditional release.

Preparations for probationary liberty under supervision are made carefully together with the prison staff. You can influence the possibility of probationary liberty under supervision by being active and working together with the staff towards the goals set out in the sentence plan and by behaving properly during your sentence term. You can also apply for probationary liberty yourself.

We will check, if you meet the conditions for probationary liberty after you send a general inquiry form to the senior criminal sanctions official. The first step is to check the progress of the sentence plan in prison and whether you need to improve in some area before further examining the possibility of probationary liberty. The senior criminal sanctions official goes through the conditions for probationary liberty with you and advises how to proceed in order to further the matter. You must apply for probationary liberty in writing and the application will be recorded in the prisoner data system.

### **Basic care and accommodation**

#### **Accommodation premises**

Naarajärvi Prison has four accommodation wards with 25 to 26 prisoner places in each. The wards have single and double rooms with lockable storage facilities for personal belongings.

When prisoners arrive in Naarajärvi Prison, they are usually first placed in double rooms and then in single rooms in the order of arrival. When you arrive, you will get a key to your room and personal storage facilities. In addition, you will get an access tag for the front door. **Be careful not to lose**

**them.** You must keep the doors of your room and storage facilities locked when you are not in your room because you are responsible for your own property. If you lose your key or access tag, you are obligated to pay for the replacement cost.

The front doors of the accommodation wards must be kept locked and cannot be wedged open.

During silence, i.e., on weekdays between 23.00 and 6.00 and at weekends between 23.00 and 8.00, you are not allowed to hang about elsewhere besides your own accommodation room, the common areas of the accommodation ward and the designated smoking area in front of the accommodation ward.

### **Clothing, linen, and clothing maintenance**

In an open prison, you can wear your own clothes. However, the possession of your own clothes may be denied if, for instance, the order or security of the prison so requires. If the possession of a piece of clothing is denied, you have the right to get a decision on the matter with instructions on submitting a request for an administrative review. You can only have that many clothes in your possession at a time what is appropriate when taking into account, among other things, the storage facilities and fire safety of your accommodation room.

The accommodation rooms are already furnished and you cannot have your own furniture in your possession. The cell furniture has to be kept in the order stated in the furniture list and the possessions have to be stored in the cabinets and other storage places.

You must be dressed properly within the prison area. If the weather permits, you can be without a shirt on you in the outdoor areas designated for free-time activities on the map you can find on the notice board of your accommodation ward. Those areas include the lawn outside the maintenance building, the shore, the playing area and the outdoor trail outside the prison fence. If there is something unclear about proper dressing, you can always ask the prison staff.

When you participate in work activities, you must wear clothing in accordance with the regulations of the workshop due to, for example, occupational safety. If the work requires you to wear protective clothing, you get appropriate work clothes and protective clothing. You can get protective clothing required by the staff from the storage where they are also maintained and changed when needed.



The prison provides bedlinen, such as sheets, as well as suitable curtains and bedclothes in the accommodation rooms. You cannot use your own.

All textiles provided by the Criminal Sanctions Agency (e.g. bedlinen) are washed in a laundry outside the prison. The prison staff tells you the days when the textiles are changed. You are responsible for washing your own clothes in the laundry room of your accommodation ward.

## **Cleanliness**

You must take care of the cleaning and sanitation of your accommodation room and the common living areas as well as to household chores. The prison staff gives you more detailed guidance on the practices and division of tasks regarding the cleaning up of the common areas. You must make your bed and empty the trash bins in the mornings before leaving for activities. You are not allowed to use your outdoor shoes indoors in the wards.

Prisoners are responsible for cleaning the common living areas of the accommodation wards according to the list of cleaning shifts made by the staff. All prisoners are responsible for washing the dishes they use and cleaning the kitchen after they have used it. Food products and dietary supplements must be stored in the dry food or cold storage facilities. You cannot store food products in your accommodation room.

## **Catering and mobile grocery shop**

On weekdays, the prison serves two warm meals: lunch and dinner. During dinner, you will also get the ingredients for breakfast and evening snack that you can then prepare in the kitchen of your accommodation ward. On weekends and holidays, the prison serves breakfast and combined lunch/dinner.

If you need a special diet due to health reasons or a religious or other well-founded conviction, you should tell it as soon as you arrive in prison.

The mobile grocery shop stops at Naarajärvi Prison twice a week. The selection of the mobile grocery shop includes food, tobacco and basic hygiene products. More detailed timetables are in the daily schedule of the prison and the prison staff will inform you of possible changes. If you do not have any money when you arrive in prison or you cannot make necessary purchases due to your state of health or functioning capacity, you must turn to the prison staff who can help you to arrange your matters.

In order to buy clothes and necessary utility articles, you may be escorted to the local shops. More information under the heading Possession of property.

## **Smoking**

Smoking is allowed only in areas meant for smoking. Smoking is allowed in the designated smoking areas outdoors and, at night-time, in the smoking areas near the front doors of the accommodation buildings. Smoking indoors is prohibited in all buildings in the prison area.

Smoking is prohibited in the scheduled prisoner train carriages. Due to the prohibition, prisoners travelling in the prisoner train carriages are offered a necessary number of nicotine replacement products.

## **Possession of property**

### **Goods in possession**

You may possess a reasonable amount of personal property taken into account, among others, the storage facilities, fire safety, and possibility of inspections. If the possession of an object or a piece of clothing is denied, you have the right to get a decision on the matter with instructions on submitting a request for an administrative review.

Please read the prison rules carefully. They contain the rules concerning the possession of property and the objects you may not have in your possession.

Please note that if you want to acquire goods from outside the prison, you must make sure that you are allowed to possess or store them before acquiring them.

The prison staff draws up an inventory of property placed in storage in the open prison. At your request, they can also draw up an inventory of especially valuable property given in your possession. Goods that you cannot take in your accommodation room will be put in storage and you will get them back when you leave. This does not apply to goods or substances that are dangerous or illegal.

### **Delivery of goods to prison**

In connection with supervised visits, prisoners may receive a small amount of clothes, electronic equipment and other consumer goods that are brought by the visitor, intended for personal use and

suitable to be used in prison. Prisoners may also receive food products and a reasonable amount of tobacco products (not snus) intended for their personal use, which all must fit in one regular plastic shopping bag.

In addition to the afore mentioned amounts, the visitor may bring food products to an unsupervised visit to be used in the visiting facilities during the visit. Food products and other goods intended for personal use in the ward must be left to the staff for safekeeping before the visit. You cannot bring any food products from the visiting facilities to your ward. The remaining food products must be taken by the visitor or put in a trash bin. You cannot leave any food products in storage in the visiting facilities.

The visitor may bring goods, foodstuffs and tobacco only to the prisoner they are visiting. Goods meant for you must be left to the staff for inspection before the visit.

Please note that the storage facilities in the prison are limited, which may mean that if the property cannot be stored, it is sent, at your expense, to a place indicated by you.

### **Handing over goods to be taken outside the prison**

You can agree with the supervision staff that they will give the goods to be taken outside the prison to the visitor during a visit.

### **Keeping a motor vehicle in the prison parking area**

Keeping vehicles in the prison area without proper permission is prohibited. The prison is not responsible for the prisoners' vehicles parked in the prison premises or for arranging their storage. The prison can ask the town of Pieksämäki to transfer a prisoner's vehicle parked in the prison premises without permission at the expense of the prisoner to the depot the town manages.

A few parking spaces are reserved for prisoners' vehicles in the parking area near the administrative building of Naarajärvi Prison. The prison charges a fee for the use of an electrical outlet for heating the vehicle. Permission to keep a vehicle may be granted if you need a vehicle for prison leaves, civilian work or studies outside the prison. You must have a valid right to drive the vehicle in question. You must be the owner or holder according to the vehicle register. The vehicle must have a valid inspection certificate, vehicle tax and motor liability insurance. You must present the required documents before the permission is granted. You cannot bring the vehicle to the prison premises

before the permission is granted. The permission is granted by a senior criminal sanctions official or a prison officer.

The keys of the vehicle are stored in the control room of the prison. The vehicle and its interior may be inspected if necessary. (Imprisonment Act, chapter 16, section 2) The vehicle may only be used by the person who was granted permission to keep it in the prison premises.

## **Contacts with the outside world**

### **Use of telephone**

You may be given permission to use a mobile phone. When you arrive in prison, you get a prison mobile phone. You must buy a SIM card at your own expense.

You may communicate with those outside prison by phone. During the arrival interview, the staff will give you instructions on the use and safekeeping of the mobile phone in Naarajärvi Prison.

### **Letters and postal items**

You have the right to send letters by post. You can leave letters with paid postal charges in the letterbox outside the control room. The name of the sender must be written on a postal item sent from prison. If you do not want to write your name on the postal item, you must give it personally to the prison staff. The letterbox will be emptied on weekdays at 8.00.

You can receive post in prison. The postal item must include the following information:

- **Prisoner's name**  
**Naarajärvi Prison**  
**PO Box 1**  
**76851 Naarajärvi**

Letters and other postal items may be inspected in prison except for letters from lawyers or authorities supervising the operation of prisons. Internal post and post received from outside the prison is distributed in the control room daily. The staff will inform you of the arrival of post via the internal phone in the cell or the public address system.

Food or tobacco products delivered by post or by other similar means are not given in your possession.

The prison does not organise the pick-up of packages from the post, Matkahuolto, R-Kioski or similar pick-up points. The sender of the package must choose a service that delivers the package to the prison.

If an incoming letter or postal item contains objects or substances, which you are not allowed to have in your possession in prison, you must give them to the staff immediately.

If you want, you can change your address to prison temporarily and get your personal post there. You can change your address by using the internet service with your online banking codes or by filling in a form you can get from the office of the prison officers.

### **Receiving email**

Prisoners in open prisons can receive email. In Naarajärvi Prison, the address for emailing to a prisoner is [vankiposti.naarajarvi@om.fi](mailto:vankiposti.naarajarvi@om.fi). The sender must write your first and last name in the subject line of the email message and the sender's own first and last name in the message field itself so that you know who sent the message. For reasons linked to information security, the system deletes all attachments and pictures from the messages. The prison staff prints and delivers only the email message to you.

### **Use of internet and online workstations**

The unit has three (5) online workstations for prisoners with limited access to the internet and Skype. The prison workstations are in the workshop and in the group work room Lataamo on the ground floor of the administrative building.

You may apply for permission to use the internet for a reason related to subsistence or attendance to work-related, educational, judicial, social, or housing matters or for other corresponding important reason. When you apply for permission, you must give specific reasons for the use of the internet (e.g. paying bills by using an online bank). The use of the internet may be monitored if need be. You can apply for permission by filling in a separate form.

You can also get permission to send and receive email messages. Email can be used for handling official matters, studies, and communication.

The prison staff can give you further information on the matter and guide you in the use of services that require strong e-identification (many services by public authorities, such as Kela or Tax Administration). Some online services can also be used to reach the goals set in the sentence plan (e.g. rehabilitation and education). The start page of the online workstations called Portti (<https://www.rikosseuraamus.fi/fi/index/portti.html>) has links to online services, which are grouped by themes.

You can read more about the possibilities of using online services under the heading Online services. Information on arranging communication via video connection (Skype) is available under the heading Visits.

## **Income and use of money**

### **Income**

When you participate in work, education, or rehabilitation, you are paid a tax-free activity allowance. The activity allowance is EUR 4.62 or EUR 7.35 per day on the days you participate in an activity. The paid category of the activity allowance is based on the achievement of goals set in the sentence plan and the regularity and duration of the participation.

The activity allowance may be left unpaid in part or in full if you receive financial support from other authorities (e.g. study grant) for the activity.

If you participate in work performed for some other employer than the Criminal Sanctions Agency, you are paid wages instead of the activity allowance. In such case, you need to bring your tax card.

In addition to the activity allowance or wages, you are paid an expense allowance, which is EUR 1.60 per each prison day before your release, including weekends.

### **Use of money**

The earnings and benefits are paid into your own bank account and you have your own bank card at your disposal. You can keep the money and the payment cards in your possession. If you do not yet have your own bank account or bank card, you must tell the prison staff.

If you want to pay your bills, contact the prison staff.

When needed, the prison staff can escort you to a cash machine. You can contact the staff by filling in the general inquiry form.

## **Visits**

You can meet your family and friends during your prison term.

There are different types of visits, such as supervised visits, visits by a child, unsupervised visits, and visits by a legal counsel. In addition, it is possible to communicate via video connection (Skype).

Please read the prison rules carefully. The prison rules contain more detailed information about the times, duration, conditions, and application of visits.

You must remember to reserve a visit in good time beforehand so that we have time to make arrangements for the visit.

You may be granted permission for an unsupervised visit (family visit) by a close relative (spouse, civil partner, sibling, half-sister or half-brother, relative in the ascending or descending line, such as child, grandchild, parent or grandparent), other close person (cohabiting partner or other person with whom you lived permanently before the prison term), some other person important to you (e.g. childhood friend or a distant relative) or a prisoner who serves a sentence in another prison but meets one of the aforementioned criteria.

The application can be delivered to a senior criminal sanctions official in the permission office in the administrative building on weekdays between 11 and 12. The senior criminal sanctions official advises with the preparation, checks the grounds and presents a proposal for a decision to the assistant director. You can be granted an unsupervised visit on average every three weeks. The time can be reserved from the senior criminal sanctions official in the permission office in the administrative building. You can only reserve one unsupervised visit at a time. You cannot be granted prison leave right after or before an unsupervised visit.

Unsupervised visits are arranged in building with two rooms and a kitchen right next to the prison. The facilities are smoke-free. You can also apply for nationwide family camps arranged by third sector parties or other prisons. You can ask the prison staff for more information about the events.

### **Visits by under 18-year-olds**

Allowing a visitor, who is under 18 years old, to enter the prison to visit someone else than his or her parent requires a consent of the person, who has custody of the minor person. However, a visitor, who has attained the age of 15, may visit his or her close relative without the consent of the person, who has custody of the visitor, if that person has not expressly stated that he or she opposes the visit. If a minor visitor has been taken into care, the child welfare authority decides on the consent.

A person who is under 15 years old is not usually allowed to enter the prison without an escort.

### **Prison leaves**

You may be granted permission to leave the prison for a short period of time (prison leave). Prison leave may be granted based on the length of the term of sentence or for an important or a particularly important reason.

The purpose of prison leave is to help you maintain your outside contacts, support your reintegration into society, and reduce the harmful effects caused by your loss of liberty.

The application for prison leave can be delivered to a senior criminal sanctions official in the permission office in the administrative building on weekdays between 11 and 12. You can get the application forms from the lobby of the control room and the permission office. The staff can help you with the application.

The prison director or an assistant director decides on prison leave. In certain cases, the decision on prison leave is made by the Central Administration of the Criminal Sanctions Agency. Prison leave may also be granted under escort.

You must fill in your application for prison leave in good time beforehand so that we have time to process it.

### **Prison leave based on the length of the term of sentence**

Prison leave may be granted based on the length of the term of sentence when the earliest date for prison leave has been passed.



The prerequisites for granting prison leave based on the length of the term of sentence are the following:

- the granting of prison leave promotes the implementation of the sentence plan;
- compliance with the conditions of prison leave may be deemed likely;
- you must submit to the substance control and other necessary supervision.

The maximum amount of prison leave based on the length of the term of sentence is three days within a two-month period.

### **Prison leave for an important reason**

Prison leave may be granted for an important reason. A reason considered important may be related to family, work, education, social welfare, housing, subsistence, or health care.

When you apply for prison leave for an important reason, you must present proof of the grounds for prison leave. You must deliver the appendices to the application. The staff can help you to check the grounds for prison leave for an important reason.

Prison leave is granted for a period necessary to attend to the matter in question.

### **Prison leave for a particularly important reason**

A reason considered particularly important may be related to a serious illness or funeral of a close relative or other close person or other similar reason.

Prison leave is granted for a period necessary to attend to the matter in question.

When you apply for prison leave for a particularly important reason, you must present a certificate of the grounds for prison leave. You must deliver the appendices to the application. Sometimes, the prisoner may be very shocked by an accident, serious illness or death of a close person. In those situations, the staff can help with getting the certificates if the prisoner's functioning capacity has weakened.

## **Participation in activities**

You are obliged to participate in activities organised or approved by the prison during the working and activity hours. You may be exempted from the obligation to participate in activities if your state of health, functioning capacity, or age so requires. You are placed in an activity based on, among others, your sentence plan. The activities may be work, education and training, or rehabilitation, such as programmes or individual work.

The staff can help you with all the activities in the prison.

## **Work activities**

The senior work supervisor invites you to an interview regarding your placement in activities within a few days of your arrival in prison. A team of prison staff discusses your placement in activities and can place you either in a work activity, education or a long-term rehabilitation programme. In addition, the activities can include group or individual programmes on issues related to substance abuse, problem solving or violence in accordance with the goals of the sentence plan.

Naarajärvi Prison arranges the following work activities: wood industry, metal industry, car repair shop, real estate maintenance, clothing maintenance and assisting kitchen work.

You may be given permission to work or participate in traineeship outside the prison during the actual working hours (civilian work). A prerequisite for civilian work is that, the wages and other terms of employment essentially correspond to the terms generally applied in similar work. You can ask the prison staff for further information.

You may be given permission to carry out, on your own account, such acceptable work that is suitable for being carried out in prison (own work).

## **Education**

You may study in Naarajärvi Prison or be permitted to study outside the prison (study permission). The prison offers vocational education in car mechanic and vehicle painting. In addition, prisoners can attend preparatory education called Valma. The prison arranges on-the-job training in all work fields available in the prison as part of Valma education. The education is provided by the Training Institute Jedu.

## **Rehabilitating activities**

The prison arranges a rehabilitative workshop for prisoners who cannot participate in full-time education or work full time because of health reasons or other factors limiting their working and functioning capacity. The activities are planned individually for each prisoner.

Prisoners with longer prison terms can be placed in long substance rehabilitation (160 hours per eight weeks) and prisoners with shorter prison terms in short substance rehabilitation (16 hours per two weeks). The activities are provided by an outside service provider.

The prison has four senior instructors (social work and studies, substance abuse work, substance abuse and mental health work and rehabilitating workshop). They are in charge of the individual work and group programmes arranged in prison in their respective area of responsibility alone or together with other staff members.

The prison also provides versatile courses on everyday life skills.

## **Online services**

The implementation of the sentence plan can also be advanced by using online services. The use of online workstations is described under the heading Use of internet and online workstations.

You can manage your affairs online in prison after you are granted permission to use the internet. You can use the online services of the Social Insurance Institution of Finland Kela, the employment offices, other authorities, potential housing providers, etc. There must be a possibility to use e-identification for those services. Identification via a mobile application is not suitable. In addition, you can manage your affairs with the aforementioned parties via Skype. Matters related to children's school can be followed via the Wilma online system. Instructors can guide you to practise your digital skills in prison.

## **Exemption from the obligation to participate in activities for a fixed period**

If you participate in activities regularly and the implementation of your sentence plan allows it, you may be exempted from the obligation to participate in activities for two weekdays per each calendar month during which you have regularly participated in activities. You can apply for an exemption by filling in a separate form, which are available in the lobby of the control room. You must leave the application in good time beforehand, i.e. at least a week before the applied time, to the work

supervisor or instructor at the activity place who will check the conditions for the exemption from the activity and makes the proposition. The decision is made by the senior work supervisor or the senior criminal sanctions official.

## **Free time**

### **Free time activities**

In your free time, you can participate in free time activities arranged in the prison in accordance with the prison's daily schedule and range of activities. You can participate in the planning and arrangement of free time activities by proposing different free time activities to the prison official responsible for them.

The prison has a gym, which the prisoners can use daily. There is also an outdoor trail, which can be used for skiing in winter. In summer, there is a disc golf course and possibility to play different games. The prison has facilities for doing handicrafts. Prisoners can fish and swim in the lake next to the prison all year around. AA and NA groups arrange meetings in the prison when needed.

You can find current information on free time activities on the notice board and in the daily schedule of your ward.

### **Library**

You have access to library services. The mobile library visits Naarajärvi Prison once a week: in even weeks on Thursdays at 18.40-19.40 and in odd weeks on Fridays at 17.30-18.30. You can borrow books and other material from the mobile library in the same way as from a normal library.

You can find information on the times when the library services are available in the daily schedule of your ward.

### **Religious activities**

You have a possibility to take part in religious events and discuss religious issues. A deacon works in the prison. A chaplain visits the prison on Tuesday evenings. The staff will inform the prisoners when missionary volunteers visit the prison. Different religious groups visit Naarajärvi Prison regularly at times notified separately. If you have a sudden need to talk with someone, you can contact the

deacon. When necessary, the deacon can then contact the chaplain, who can arrange an individual meeting with you. The religious activities are mainly arranged in the prison chapel.

## **Health care**

The Health Care Services for Prisoners has a polyclinic in the prison where you can handle matters related to your health. In the polyclinic, you can book an appointment with a doctor and a dentist. The nurse is present on weekdays. You can also contact the polyclinic in mental health issues.

If the Health Care Services for Prisoners cannot treat your illness or injury, you will be temporarily transferred to treatment or examination outside the prison.

A general inquiry form for a nurse must be left in the letterbox next to the door to the polyclinic by 7.30 on weekdays. You must go to your activity place to inform the staff that you are ill. After that, you must wait in your own room for the nurse to call you to the polyclinic. The call will come via the internal phone in the cell.

In case of an accident, call or report directly to the control room.

If you are prescribed medication that you cannot have in your possession, the medication will be distributed at the polyclinic at specific times. The staff give you further instructions on the distribution of medication during the arrival interview. If you need painkillers, you can get them from the control room.

Medication given to patients must be taken as instructed by the doctor. You must return unused medication to the polyclinic when you change the pill dispenser because the unauthorised possession of medication is prohibited.

If you have acute health issues, you must contact the prison staff.

## **Behaviour in prison**

Imprisonment is controlled by various rules and regulations. Please remember to read the Imprisonment Act and the prison rules as well as the daily schedule of your accommodation ward, which can be found on the notice board of the ward.

You must behave in an appropriate manner towards prison staff, other prisoners, and other people. You must also follow the instructions and orders of the staff.

A disciplinary punishment may be imposed on you if you violate the Imprisonment Act, the Imprisonment Decree, a regulation of the Central Administration of the Criminal Sanctions Agency, or the prison order.

In addition, a disciplinary punishment may be imposed on you if you commit an offence in prison or otherwise under the supervision of a public official of the Criminal Sanctions Agency for which the maximum expected punishment is a fine. Such offences include, among others, unlawful use of narcotics, obstruction of a public official, resistance to a public official, petty assault, assault or attempted assault, petty criminal damage, criminal damage, menace, and procurement of a weapon by a prisoner.

If you intentionally or through negligence cause damage to the prison (e.g. lost or broken devices), you are liable to compensate it. As a last resort, the matter will be decided in court.

## **Right to file a complaint or request an administrative review**

### **Filing a complaint**

You can file a complaint to an authority that oversees legality if you feel that you have been treated inappropriately or suspect that an authority or a public official has not complied with the law or fulfilled the obligations. However, the aim should be to solve problems and conflict situations primarily by discussing the matter with the staff. It is usually the quickest way to solve it.

A complaint has to be filed in writing and it can be freely formulated in the person's native language. The complaint has to include the name and contact information of the person filing the complaint. The person should also attach the possible decisions on the matter and other relevant documents to the complaint. An administrative complaint concerning a matter dating back more than two years is not admitted for examination without a special reason.

### **Contents of a complaint**

1. The person filing the complaint has to specify, which act or omission of the Criminal Sanctions Agency or its official the person criticises.

2. The complaint has to include the grounds for considering the conduct of the Criminal Sanctions Agency or its official to be wrong.
3. The complaint should provide information about the time of occurrence of the act or omission in question.
4. The person filing the complaint should mention if a complaint on the same matter has been filed elsewhere.

### **Sending a complaint to an authority overseeing legality**

The legality of the operation of the Criminal Sanctions Agency and its units and officials is monitored by the internal control of the Criminal Sanctions Agency. In addition, the operation of the Criminal Sanctions Agency is overseen by, among others, the Parliamentary Deputy Ombudsman. A complaint concerning the same matter cannot be filed to more than one overseer of legality. You can find a list of the authorities overseeing the operation of prisons, for example, on the notice board of your ward. You can post your complaint directly to the authority overseeing legality yourself or ask the prison staff to send your complaint for you.

The Criminal Sanctions Agency is not competent to investigate complaints regarding the health care or medical treatment of prisoners. The legality of the health care and medical treatment of prisoners organised and provided by the Prisoners' Health Care Unit is overseen by the Regional State Administrative Agency of Northern Finland.

### **Request for an administrative review**

A request for an administrative review is the primary means of legal remedy and appeal. You can request for an administrative review of decisions made by the Criminal Sanctions Agency that are listed in the Acts on different sentences (Imprisonment Act, chapter 20, section 1; Remand Imprisonment Act, chapter 15, section 1; Act on Probationary Liberty under Supervision, section 40). Such decisions include instructions on submitting a request for an administrative review. A request for an administrative review has to be submitted in writing within seven days from the date of service of the decision. A decision regarding a request for an administrative review may be appealed against to an administrative court.

In principle, the complaint process is not meant for those decisions that are eligible for a request for review. However, the complaint process can be used to investigate the procedures, such as has the right to request a review been realised.

## **Staff and managing affairs**

The objective of the enforcement of imprisonment is to increase your readiness to lead a life without crime by promoting your reintegration into society. The members of the prison staff work with you in various ways based on their job descriptions towards this objective. The aim of the work is to promote your physical, mental, and social well-being and help you to achieve the goals set for the term of your sentence. If you have any questions, you can always turn to your personal officer or other member of the prison staff.

Many outside cooperation partners visit and work in the prison. You can discuss with them and participate in different rehabilitative activities organised by them. You can get more information on these outside cooperation partners from the notice board of your ward and the staff.

### **Prison staff**

You can visit the **administrative building** on weekdays between 11.00 and 12.00. Otherwise, you need an appointment or a separate request.

The prison director is responsible for the operation of the whole prison and handles and decides on life sentence prisoners' permissions that are within the prison director's authority.

The assistant director is responsible for the security of the prison and presents / decides on sentenced prisoners' permissions.

The senior criminal sanctions official (permission office) prepares / presents permissions and probationary liberties, which are within the senior criminal sanctions official's authority, and is responsible for matters related to the sentence plans of each prisoner.

The office secretaries act as contact people in enforcement matters and handle the prisoners' Prepaid Card matters and wages.

The senior instructors and the deacon help the prisoners to manage their affairs within the respective areas of responsibility.

### **Supervision**

You can contact the control room either by using the internal phone in the cell at any time or by visiting at times you are allowed to be outdoors.



The senior criminal sanctions official (on duty) coordinates the daily operational activities of the supervision staff inside and outside the prison.

The criminal sanctions officials and prison officers are responsible for the order and security of the prison and they guide and support to the prisoners to reach the goals of their sentence plans.

### **Work supervisors**

The work supervisors monitor the work activities arranged in the prison. They guide and familiarise prisoners with the rules, regulations and occupational safety regulations applied in the activity places. The work supervisors are also responsible for the implementation of the prisoners' sentence plans and employment goals.

### **Workshop**

Senior instructors and instructors are responsible for the workshop activities organised for those with partial ability to work. The workshop also includes programmes related to the management of everyday life. The workshop is responsible for the so-called rapid response activities for short-term prisoners.

**In case of fire or accident****Emergency number                      112****Name of the accommodation ward    Naarajärvi Prison, ward  
(number 1/2/3/4)****Control room                              Tel. +358 29 56 85723**

Or the direct internal phone in the cell

This **accommodation ward** has an automatic fire alarm system that alerts in case of fire and emergency and exit lightning. Please find out where the first extinguishing equipment and exits are.

**In case of fire:**

<b>Rescue</b>	yourself and other people in danger
<b>Inform</b>	the control room and the emergency number 112 of the fire
<b>Extinguish</b>	by using the nearest hand extinguisher
<b>Restrict</b>	the fire by closing windows and doors
<b>Guide</b>	the staff or the fire brigade to the fire
<b>Gather</b>	immediately outside the dining room door where the staff will give further instructions