

# Information for prisoners in Sulkava Prison

1.10.2020



## Contents

General.....	3
Personal official and induction .....	7
Sentence plan.....	7
Decision on term of sentence.....	8
Probationary liberty under supervision .....	8
Basic care and accommodation .....	9
Accommodation premises.....	9
Clothing, linen, and clothing maintenance.....	9
Cleanliness .....	10
Catering and grocery shopping .....	11
Smoking.....	11
Possession of property.....	12
Goods in possession.....	12
Delivery of goods to prison.....	12
Handing over goods to be taken outside the prison.....	13
Keeping a motor vehicle in the prison parking area.....	13
Contacts with the outside world.....	13
Use of telephone.....	13
Letters and postal items .....	14
Receiving email .....	14
Use of internet and online workstations.....	15
Income and use of money .....	15
Visits .....	16
Prison leaves .....	18
Prison leave based on the length of the term of sentence .....	19
Prison leave for an important reason .....	19

Prison leave for a particularly important reason .....	19
Participation in activities.....	19
Work activities.....	20
Education.....	20
Rehabilitating activities .....	21
Online services .....	21
Free time .....	22
Free time activities .....	22
Library.....	23
Religious activities .....	23
Health care .....	24
Behaviour in prison .....	24
Right to file a complaint or request an administrative review .....	25
Filing a complaint.....	25
Contents of a complaint .....	25
Sending a complaint to an authority overseeing legality.....	26
Request for an administrative review .....	26
Staff and managing affairs .....	26

## General

You have arrived in Sulkava Prison, which is an open prison in the Criminal Sanctions Region of Eastern and Northern Finland. Sulkava Prison has 48 prisoner places. The prison is for male prisoners only. Sulkava 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 Sulkava 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.

The prison has a daily schedule, where you can find the timetable of the prison, including mealtimes and study and working hours. In addition, there is a folder containing the provisions on imprisonment, i.e. the acts, decrees, regulations, and instructions, in the common areas of each accommodation ward where you can read them. If the folder is not in its place, please tell the staff about it. The folder includes the prison rules and the daily schedule. The prison rules and daily schedule are also on the notice board of the lobby.

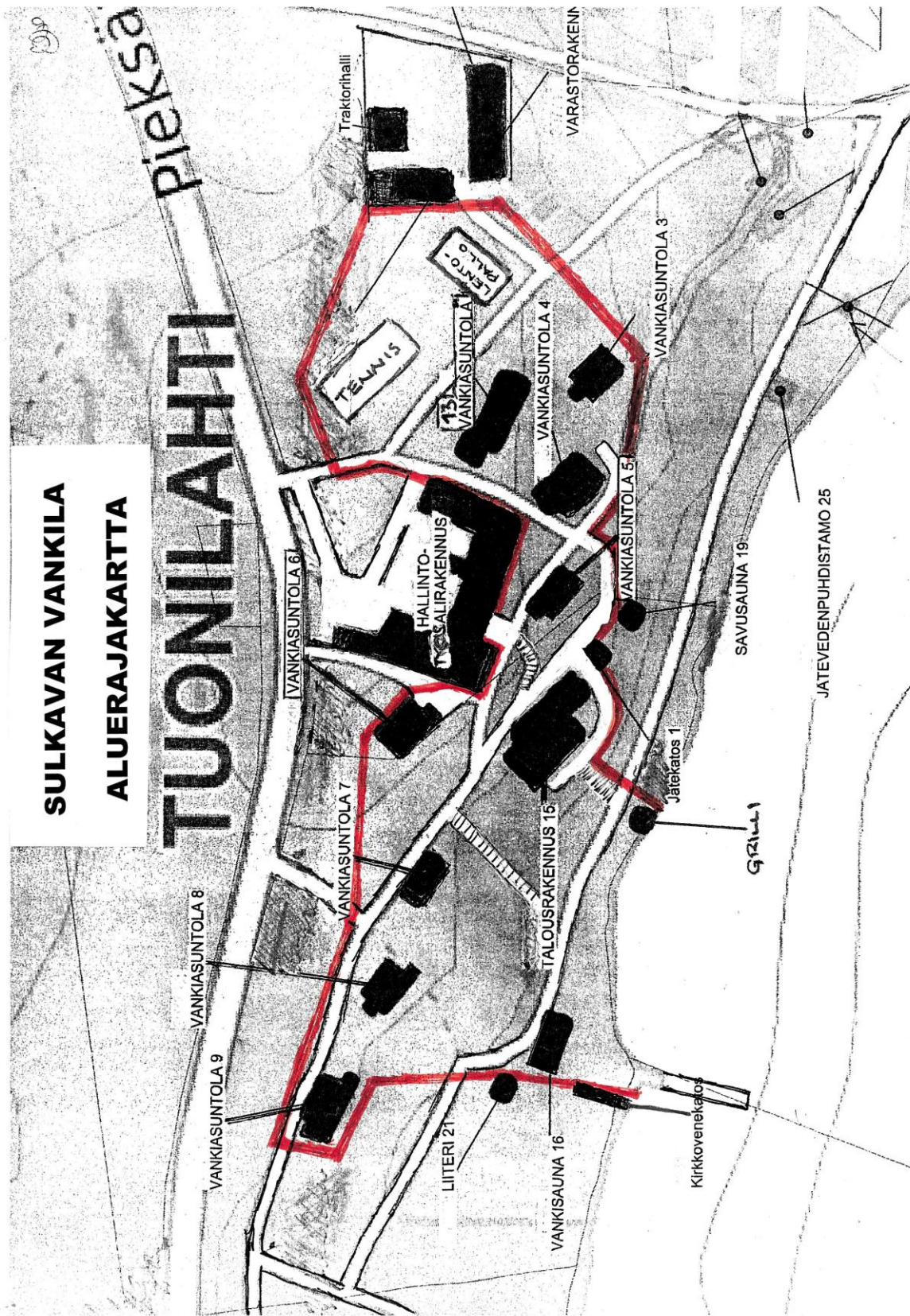
You can find a list and contact information of the authorities supervising the operation of prisons is on the notice board of the lobby. Topical notifications are on the notice board or window of the prison officers' office. The notifications of the director or assistant director are given personally if necessary. The prison arranges briefings a few times a year or whenever necessary and everyone is obliged to participate in them. Information on coming briefings is either put on the notice board of the prison officers' office or given directly by the work supervisors.

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.

Aerial photographs of Sulkava Prison and map of the prison area.





Photographs of the renovation of Olavinlinna Castle.



The address of Sulkava Prison is Pieksänlahdentie 260 (PO Box 6), 58700 Sulkava. The telephone number for the office of the prison officers is +358 29 5685 823. The official email address of the prison is [sukeva.vankila@om.fi](mailto:sukeva.vankila@om.fi). Other contact information is at the end of this information leaflet.

You can receive personal email while in the prison to the following address:

[vankiposti.sulkava@om.fi](mailto:vankiposti.sulkava@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. Prisoners will only receive the email message.

If, for instance, an attorney or other legal counsel wants to send email to a prisoner, it has to be taken into account that the prisoner cannot read the message on a computer monitor. The prison staff delivers the message to the prisoner. The senders of email must assess themselves whether they can send their message by prison email.

## **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. The personal official is part of a team that consists of prison officers and criminal sanctions officials. You are told the names of the team members during your arrival interview. The team members will get to know your life situation and, when needed, support you during your prison term.

On your first day in Sulkava Prison, you are told about the prison area and the basic practices of the prison and placed in an accommodation room. An instructor checks your financial situation and ability to prepare your own meals. You can get guidance if you need. The induction continues on another day when you will go to an arrival interview and get a decision on your participation in activities. You are also appointed a senior instructor, who will help and support you to achieve the goals of your sentence plan. The senior instructor arranges an appointment with you within a week of your arrival in prison.

## **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.

Your personal official arranges an appointment regularly to check your sentence plan together with you, your personal team members, work supervisor/teacher/instructor and a senior instructor, and if necessary, a nurse working for the Health Care Services for Prisoners.



## **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.

A criminal sanctions official starts the preparations for probationary liberty under supervision, which, as mentioned, you can also ask yourself. The preparations usually take several weeks and include, among other things, contacting other authorities. Therefore, the schedule of the preparations also depends on the information received from other parties. The senior instructor, who helps you with the preparations for probationary liberty, is the best person to guide you with the matter and assess the time needed for the preparations. The decision on probationary liberty is made by the prison director.

## **Basic care and accommodation**

### **Accommodation premises**

Prisoners in Sulkava Prison usually get their own accommodation rooms. The accommodation rooms are furnished and equipped with a television. Your personal belongings must fit in the storage facilities reserved for them in your accommodation room. You must pay attention to fire safety.

Each accommodation ward has a shared kitchen and living room. Please take care of the cleanliness of the common areas so that they stay nice for everyone. You should purchase food products that require cold storage only the amount you need before the next day of shopping so that everyone can fit their food in the fridge. You can prepare portions of food beforehand and store them in the freezer. You can cook together with other prisoners or you can agree on cooking turns to avoid any crowding at the stove. The kitchens are equipped with basic appliances, such as tableware, microwave oven, pots, frying pans, coffee maker and bowls. There are no toasters, blenders or electric kettles.

The toilet and shower facilities are also shared so keep the clean, too.

When you arrive in prison, you get a key to your own accommodation room. Lock the door of your accommodation room when you leave so that your belongings are safe. When you leave the prison area, you must leave the key at the reception. If you lose your key, you are obligated to pay EUR 20 for it.

The prison is closed at 22.00 and opened at 7.00 on weekdays and at 8.30 on weekends and public holidays. When the prison is closed, you must stay in your accommodation ward. Going outside in the prison area is forbidden. During the night hours, i.e. when the prison is closed, you must keep quiet and allow others to sleep. Cooking, cleaning, etc. must be done before the night hours.

### **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.

You must be dressed properly within the prison area. In summertime, you can sunbathe in shorts or swimming trunks in an area specifically designated for that. Elsewhere in the prison area, you must wear at least a T-shirt and shorts. If there is anything 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. Due to occupational safety reasons, all prisoners participating in activities must wear clothes appropriate to the task, including safety shoes and other protective equipment required by the task as well as long trousers even in summertime. The work supervisors tell you how to dress and equip yourself according to the occupational safety requirements.

The prison provides bedlinen, such as sheets, which you can use there. The accommodation rooms have fireproof mats and curtains, which you cannot change.

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. The textiles are changed on Fridays in even weeks. You are responsible for washing your own clothes in the laundry facilities meant for that purpose. You can reserve a time for doing your laundry, the list is in the prison officers' office. You can dry your clothes either in the tumble dryer or in the laundry facilities. You are not allowed to leave your clothes drying in your accommodation room or the common areas of the accommodation ward.

## **Cleanliness**

You must attend to 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.

In Sulkava Prison, the accommodation facilities are cleaned on Fridays at 12.30. Everyone is obliged to participate in the cleaning of the common areas of the accommodation ward and clean their own rooms. The prison staff supervises and instructs how to clean properly. The better you have maintained general order and cleanliness, the easier the weekly cleaning is.

## **Catering and grocery shopping**

In Sulkava Prison, the catering is arranged so that the prisoners make their own food in the accommodation wards and get a food allowance for buying foodstuffs. The prison pays the food allowance for getting foodstuffs for meals that the prison does not provide. The food allowance is paid as follows: breakfast EUR 1.50, lunch EUR 2.50, dinner EUR 2.50 and evening snack EUR 1.10. In total, that is EUR 7.60 on a day when the prison does not provide any meals. You must buy enough foodstuffs for your meals. You can go shopping twice a week. The prison staff can guide and advise you to prepare your own meals if you want.

If you need a special diet due to health reasons or a religious or other well-founded conviction, you should inform the prison about it.

The shared transport for small groups to visit the grocery stores in Sulkava are arranged twice a week on Mondays and Fridays. On Mondays, the transports start at 16.30 and on Fridays at 13.30. The transport leaves in front of the office. You are allowed to shop in the S-market, K-market and the kiosk called Alanteen Helmi. In addition, you are allowed to do quick bank transactions. You have 20 minutes to do your shopping. You must behave properly during shopping and you are not allowed to have personal meetings with other people. You must keep the receipts of your purchases for check-up.

When you arrive in prison, you will be taken shopping on the same day, if possible. If it is not possible, the prison has bags of ready-made food. After adding water in it, you can eat for lunch/dinner on your first day.

If you do not have money when you arrive in prison, you can get the food allowance in cash in advance before your first pay day. You should have money for a few days of grocery shopping when you arrive in prison so that you would not have to draw an advance.

## **Smoking**

Smoking is allowed only in areas meant for smoking. In Sulkava Prison, smoking is allowed outside in the designated smoking areas and in the terrace of the accommodation ward.

Smoking is prohibited in the 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 into 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.

You must discuss with the supervision staff to arrange a time to go to the locker where your civilian clothes.

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

People coming to visit you may bring you a small amount of goods, which you may have in your possession, such as magazines, clothes, or personal utility articles, or one (1) plastic shopping bag (normal size) of foodstuffs. Foodstuffs must be in their original retail packaging. Visitors are not allowed to bring liquid products in prison. A visitor may bring goods only to the prisoner they are visiting. The visitor must leave the goods to the prison staff at the prison officer's office and fill in a form, which must include

- your name
- the content of the goods and the name of the person delivering them. The goods brought by your visitor will be inspected in prison.

Please note that the inspection of the goods may take time and there are cold storage facilities for food products.

Visitors can bring one (1) carton of cigarettes per prisoner per visit. Animals are not allowed in the prison area.

Visitors coming to a unsupervised family visit can bring a maximum of two bags of foodstuffs, which are inspected by the supervision staff.

A prisoner returning from a prison leave can bring one (1) plastic bag (regular plastic shopping bag) of foodstuffs and other goods meant for personal use the possession of which is not forbidden in the prison rules. Foodstuffs must be in their original retail packaging. Visitors are not allowed to bring liquid products in prison.

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**

If you want to give your visitor some goods to take outside the prison, you must bring the goods to the supervision staff for inspection the day before the visit.

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

You need a permission to keep a vehicle in Sulkava Prison. The permission is granted on application by a senior criminal sanctions official. The application forms are in the prison officers' office.

### **Contacts with the outside world**

#### **Use of telephone**

You may be given permission to use a mobile phone provided by the prison. You can use the phone in your own ward and the terrace of the ward outside activity hours and during breaks. You will get more detailed instructions when you sign the permission to use telephone. Please read the form carefully. You must get the telephone subscription yourself. You can get them during a shopping visit from S-market or the kiosk called Alanteen Helmi. The supervision staff will write down the details of the subscription.

## Letters and postal items

You have the right to send letters by post. You must leave outgoing letters in the prison officers' office by 8.00. You can send or pick up postal packages on Fridays by using the first transport to the grocery stores. Outgoing packages must be packed beforehand in the prison officers' office and incoming packages are inspected by the supervision staff after the transport. If you order something by post, you must tell the staff in the prison officers' office beforehand.

You can be sent post in prison to the following address: Sulkava Prison, PO Box 6, 58701 Sulkava.

Post and letters are delivered on weekdays at 16.15 when the prisoners report to the staff.

The postal item must include the following information:

- name and address of the prison
- name of the prisoner
- details of the sender.

You can, for instance, order a reasonable amount of clothes in prison. However, you must tell the staff in the prison officers' office about the order. If you have not paid the package to be delivered to the prison, you must pick up the package during the visit to the grocery stores and bring it to the prison officers' office for inspection. Please take into account short storage periods.

Letters and other postal items may be inspected in prison except for letters from lawyers or authorities supervising the operation of prisons.

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

You can receive email in an open prison to the following address: [vankiposti.sulkava@om.fi](mailto:vankiposti.sulkava@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 (3) online workstations for prisoners with limited access to the internet and Skype. Two online workstations are placed in the recreation room and one in the ICT room next to the prison officers' office.

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. Then, you must bring your tax card to the office secretary.

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.

In Sulkava Prison, you must prepare your own meals and are paid a food allowance, which is EUR 7.60 per day (Mon-Sun).

### **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.

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

If you have the Prepaid Card provided by the Criminal Sanctions Agency, you get instructions on how to use the cardholder's portal from the prison officers' office or the office secretary. You can use the portal to pay your bills and check the balance of the account. Remember that you need to apply for permission to use the internet to access the portal. You can withdraw money at cash machines during a visit to the grocery stores.

### **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 need to remind the visitors that they must prove their identity and the things they have with them are inspected when they arrive and leave. Some things may be left in the prison officers' office for the duration of the visit. Visitors can bring one (1) carton of cigarettes per prisoner per visit. Animals are not allowed in the prison area.

Daytime visits are arranged on Saturdays, Sundays, and public holidays between 11.00 and 15.00. You must fill in a form on daytime visitors beforehand and leave it in the prison officers' office by 12 on Thursday.

The visiting facilities in Sulkava Prison are smoke-free. The facilities are monitored by cameras. The visits begin and end in an office of the prison. The visitors must leave their bags, telephone and other belongings in their car or in a locker located in the reception of the prison. Prisoners can be visited by their spouse and children belonging to the same household or at most four other visitors. The allowed visiting areas are the recreational room and the barbeque area. Prisoners who have daytime visitors do not need to report to the staff between 11.45 and 12.15.

There is a small play area for children both outside and inside. The recreational room is equipped with a coffee maker, but you must bring your own coffee and disposable cups.

The prison has three separate facilities for unsupervised visits. The so-called family visits start at 17.00 on Friday and end at 16.00 on Sunday. You must leave the application for a family visit in the prison officers' office by 8 on Monday. A family visit can also be arranged on weekdays for a justified reason. You can bring your own belongings from your accommodation room to a family visit. You get the bedclothes for a family visit during the change of laundry on Friday.

If a child aged under 15 is allowed to visit a prisoner alone without an escort, the visit is granted only if the visitor has an adult support person outside the prison who can pick up the child from the prison if necessary. The prisoner is obligated to give the contact information of that support person when applying for a visit.

Visitors coming to a family visit can bring a maximum of two bags of foodstuffs, which are inspected by the supervision staff. The visitors can leave their cars next to the office. During a family visit, the visitors can move inside the prison area as the visited prisoners except for the hobby facilities and accommodation wards.

There is a possibility to use the sauna during a family visit. Each prisoner is responsible for their visitors and the visiting facilities must be cleaned after the visit ends. Prisoners can bring their own prison phone to a family visit.

You can ask the prison to borrow toys and games, which the prison has for children of different age, for a child coming to visit you. The prison has bicycles (also for a child), which can be used within the restrictions. Within the prison area, you can play badminton, football, volleyball or disc golf, swim, paddle, go boating, fish (if you have paid the fishing licence) and use stand-up paddle boards.

You can apply for family camps that are arranged regionally. The senior instructor can give you more information about the family camps.

### **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.

You can apply for prison leave in writing by using an application you can get from the lobby or the office. You must leave the application for a prison leave and its possible appendices to the prison officers' office. You can ask more about prison leaves from the prison staff.

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, preferably two weeks before the applied prison leave, 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.

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.

### **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 prison arranges work activities in real-estate maintenance, cleaning or laundry for the Finnish Defence Forces. Prisoners participating in work activities are paid an activity allowance.

The work supervisors of the prison lead work teams that take part in the renovation of Olavinlinna Castle and the restoration of museum ships in Savonlinna. The prison also has cooperation agreements with the state-run forest enterprise Metsähallitus and Senate Properties. Their worksites are specified separately every year. Prisoners working in these sites are paid wages.

The assistant director meets you personally and discusses your placement in activities with you as soon as possible after your arrival in prison. Before that, a criminal sanctions official and a prison officer have also brought up your placement in activities in your arrival interview.

You must bring your tax card to the office secretary of the prison. Wages/activity allowances are paid twice a month.

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. Matters related to the preparations for civilian work carried out outside the prison are handled by the senior instructors and the decision on permission for civilian work is made by the prison director.

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

### **Education**

You may study in Sulkava Prison or be permitted to study outside the prison (study permission). In Sulkava Prison, you can study basic qualification in mechanical engineering and production technology (metalwork) and pre-vocational education preparing for vocational studies (VALMA) organized by the Vocational Education Centre JEDU of the Federation of Education in Jokilaaksot. In addition, Samiedu Vocational College offers a training agreement that enables you to study a variety

of different fields while working in any of the work teams. The fields of studies include, among others, cleaning, real estate maintenance and construction. You can complete the whole qualification or parts of it. Study permission also enables you to complete basic education or general upper secondary education studies.

You can also take part in vocational education in Savonlinna if it is in accordance with your sentence plan and the prerequisites for studying outside the prison are fulfilled.

As many studies can be completed online, you can apply for permission to use the internet to study. The online workstations of the prison have access to the platforms Moodle and Itslearning.

In matters concerning education, you can arrange an appointment with the senior instructor responsible for education.

### **Rehabilitating activities**

Senior instructors carry out substance abuse work, individual work to prevent the risk of recidivism and different programmes. Sulkava Prison arranges various programmes for groups and individuals, such as Anger Management Programme, Behaviour-Interviewing-Change Programme, Kalterit taakse for substance abusers, New Direction for sex offenders and Move! for approaching domestic violence. In addition, you can have structured discussions about family and children, offending and substance abuse with the senior instructors.

Other regular rehabilitative activities include the course on everyday life skills arranged by the Finnish home economics organisation Martat and the fathers's group and the men's group arranged by Viola ry. You can apply to the groups via the senior instructors.

### **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.

The online services are also described under the heading Use of internet and online workstations.

After getting permission to use the internet, you can use the online services of Kela, the employment and economic development office, the banks, etc. You can access the platforms used for studying, such as Moodle and Itslearning, via the prison online workstations.

Meetings with other authorities can be arranged via Skype when needed.

If you need support with your digital skills or the use of a computer, please tell the prison staff. They can advise you or, if need be, arrange some guidance in using the computer and different systems.

### **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.

## **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.

You have free time on weekdays between 15.30/16.00 and 22.00 and on weekends between 8.30 and 22.00. 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 (e.g. watching films, going to harness races, or picking berries in the forest) to the supervision staff. Proposals regarding the free-time activities of the following week must be submitted on Thursday by 20.00. If you attend events arranged outside the prison, you must sign up personally two hours before leaving.

NA group arranges meetings in the recreational room of Sulkava Prison on the second Sunday of every month at 17.30. The prison arranges transport to AA meetings arranged every Wednesday at 19.00.

The hobby facilities are open on weekdays from 16.00 to 21.00 and on weekends from 9.00 to 21.00.

You can use the prison gym every day. The recreational room has a pool table and the music room located in the same building has, among others, a guitar, bass and drums. The staff opens the music room on request. You can play floorball in Sulkava sports hall on Tuesdays at 18-19, the prison arranges the transport there. Outdoors, you can play, for instance, volleyball.

Jogging and cycling is possible along the roads at 12.30 and in summertime at 16.45 in the evenings. The supervision staff tells you the allowed route. You can get safety vests and cycling helmets from the prison officers' office. The prison has four rowing boats and stand-up paddle (SUP) boards, which can be used in free time. During weekends, you can go fishing between 9 and 15, if you have a valid fishing licence. You must follow the seasonal safety instructions when you go to the lake. When go jogging, cycling or to the lake, you must report to the staff when you leave and return.

The sauna by the shore can be used on Tuesdays at 19.00-21.30 and Saturdays at 19.30-21.30. Sunbathing is allowed by the shore in the area between the barbeque and sauna. Please note that you must wear at least swimming trunks. Hanging around by the shore is forbidden on Saturdays between 15.00 and 19.30 so that the family visitors have privacy to use the sauna. You can use the barbeque area by the shore even if you have daytime visitors.

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. Sulkava Prison uses the services of the municipal library of Sulkava according to terms of the library. The transport is on Tuesdays at 17.00. The library gives you a free personal library card, which you need to use the services. You are responsible for your library loans personally in accordance with the terms of the library card. You are not allowed to loan the material you loaned from the library forward.

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. Representatives of different parishes visit the prison according an agreement and arrange events. Information on these events can be found on the notice board in the lobby. In addition, you can attend a church service held by Sulkava parish on Sundays when there is also a transport from the prison. You have to sign in for the transport personally at least two hours before it. You can also apply for a prison leave to attend the religious events of your own religion.



## **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 physician and a dentist. The nurse is present on Wednesdays. The physician visits the prison once a month. In an urgent case, you can see a physician in Mikkeli Prison, where the prison officers will take you. Dental appointments are also arranged in Mikkeli Prison.

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.

If you need an appointment, fill in the general inquiry form, seal it in an envelope, and leave it in the box meant for the health care services for prisoners. If you become ill on some other day than Wednesday, you can call the nurse between 9.00 and 10.00. The nurse gives you instructions regarding your illness and sick leave, if necessary. If you are given sick leave, you must tell the work supervisor and the supervision staff.

Medicines given to patients must be taken as instructed by the doctor. You must keep the medicines in the pill dispenser. You can only take them from the pill dispenser when you are actually taking the medicines. You must leave the unused medicines in the pill dispenser. You must return the pill dispenser to the prison officers' office for refill on Wednesday mornings.

If you have sudden 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**

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, you can file a complaint to an authority that oversees legality. 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 official 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.

The prison director is also the director of Mikkeli Community Sanctions Office. The prison director is in Sulkava Prison two to three times a week and the days are marked on the calendar on the door to the director's office. The director can be reached by telephone on the other days. An assistant director and a senior criminal sanctions official work in the prison every day.

A senior instructor sets the first appointment with you and agrees on the following appointments with you. The prison has three senior instructors. The office secretary of the prison is responsible, among others, the prisoners' wages). The work supervisors and instructors are in charge of the work activities in the prison.

You can arrange an appointment with a member of the staff by filling in the general inquiry form available in the lobby and addressing it the person you want to meet. You can leave the form in the prison officers' office. The staff member will set the appointment and inform you in writing.

The prison officers and criminal sanctions officials are responsible for the security of the prison and support you to further your sentence plan. Supervision staff is always present in the prison. You can always ask help from them when they are working. The prison officers' office is closed between 9.00-11.30 and 12.30-15.00, but you can visit it freely at other times. If you want to discuss with a criminal sanctions official or specific prison officer alone, you can fill in the general inquiry form and address it to that person.