

Criminal Sanctions Region of Southern Finland

Helsinki Prison

Prison rules

Entry into force on 1 November 2021

## Prison rules for Helsinki Prison

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## **1 § General**

These prison rules contain more specific regulations than the Imprisonment Act and the Remand Imprisonment Act and the provisions and regulations issued under the Acts on the movement within the prison area and locking of the premises, wards, arrangements related to visits, telephone use and free time activities, possession of property, and other corresponding individual issues related to the maintenance of prison order and arrangement of activities in the prison.

Prisoners must comply with the prison rules. A prisoner may be imposed a disciplinary punishment for violating the prison rules provided that the prison rules expressly state that the violation of the rule may be punishable by a disciplinary punishment.

A prisoner may also be imposed a disciplinary punishment if the prisoner fails to obey a request or order issued by an official of the Criminal Sanctions Agency within the official's authority to maintain prison order and security.

## **2 § Moving within the prison area**

Prisoners may move and spend time in their appointed activity and workplace, in their own accommodation ward, and in areas appointed for outdoor exercise, meals, and free-time activities at times stated in the daily schedule of the ward.

Moving elsewhere in the prison or its area without a permission is forbidden. A disciplinary punishment may be imposed for violating this rule.

## **3 § Clothing in the prison area**

Prisoners must be properly dressed within the prison area.

## **4 § Locking of the premises and checking the number of prisoners**

The cell doors are locked during the times determined in the daily schedule. When the ward is locked, prisoners must be in their own cells or in other location marked in the checklist of prisoners.

During morning and evening checks, prisoners must stand so that the staff can determine the prisoners' state of sobriety and health.

Prisoners are obligated to close and lock the cell doors when they leave their cells.

## **5 § Work and free-time activities**

The prison arranges work activities in the car repair shop, metal, carpentry and other workshops, screw packing, and the bicycle repair shop.

Prisoners can attend basic education and general upper secondary education studies, vocational education and training, pre-vocational education preparing for vocational studies, and various courses. Cognitive activity programmes include the Cognitive Self-Change Programme, Anger Management Programme and Behaviour-Interviewing-Change Programme. Substance rehabilitation is offered in two wards and the prison also has an activity and support ward, two wards for your prisoners and two wards for short-term prisoners.

You can use the library services of the prison at the times stated in the daily schedule of your ward.

You can use the sports hall at times specified in the daily schedule of your ward.

Prisoners can also attend discussion groups arranged by the Finnish Red Cross and AA and learn to use information technology in the library. Prisoners must sign up for the activities by using the general inquiry form.

Three church services are arranged in the prison church on Sundays. On Saturdays and evenings, there are music events, prayer meetings and other religious group events. The prison chaplain is responsible for the arrangement of religious activities.

## **6 § Visiting the prison canteen**

The precise times for visiting the prison canteen are in the daily schedule of the ward. The prison will inform if the times of the canteen visits differ from those stated in the daily schedule due to, for example, inventory or public holidays.

If prisoners do not have an opportunity to go the prison canteen themselves, they can make their purchases by using the order list and the official handling the matter delivers the ordered goods to them. Prisoners must pay with their Prepaid Cards via a payment terminal.

Prisoners in isolation wards B32 and B12 and prisoners accommodated separately at their own request or by the decision of the prison director do not visit the prison canteen. They can make their purchases by using order lists. They must also pay with their Prepaid Cards via the payment terminal.

## **7 § Visits**

### **7.1 § Supervised visits**

Prisoners must reserve a weekend visit by using the general inquiry form. The forms must be left in the letterbox in the ward by 8.00 on Thursday morning. Prisoners must inform their visitors of the reserved time of the visit themselves.

The visits are arranged on Saturdays Sundays, and public holidays according to the daily schedules of the wards.

#### On Saturdays

at 9.15–10.00	D1, D2
at 10.45–11.30	B1, B2, B3
at 12.00–12.45	A1, A2
at 14.00–14.45	D3

#### On Sundays

at 9.15–10.00	C1, C2, C3
(at 10.45–11.30	additional time)
at 12.00–12.45	E1, E2
at 14.00–14.45	A3, E3

#### On Tuesdays B13

Visits can be granted at other times than those mentioned above based on individual consideration.

Prisoners can be visited by their spouse and children belonging to the same household or at most two other visitors.

Due to security check, all visitors must report to the prison before the appointed visiting time. If a visitor does not report to the prison in time, the visit may be cancelled.

The time, when the visitors must report to the prison gate, ends 15 minutes before the actual visiting time. The visitors must report to

between 8.30 and 9.00 if the visit begins at 9.15

between 10.10 and 10.30 if the visit begins at 10.45

between 11.15 and 11.45 if the visit begins at 12.00

between 13.15 and 13.45 if the visit begins at 14.00

Conditions of visits:

The visitor and the prisoner are not allowed to have means to take notes or transmit written messages without the permission of the staff.

The prisoner and the visitor may not touch each other during the visit.

If a prisoner violates the terms of a meeting laid down in the prison rules, a disciplinary punishment may be imposed on the prisoner.

## **7.2 § Visits by a child**

A prisoner may be granted permission to receive a visit from a child under 15 years of age in premises suitable for this, if the visit is necessary to maintain contact between the prisoner and the child and the visit is not against the best interests of the child. The visit is supervised.

Prisoners can apply for a visit by a child by filling in a separate form. Visits by a child are arranged in the visiting room A or in the two separate rooms meant for visits by a child. Visits by a child are arranged in the visiting room A during the regular visiting times at weekends. Individual visits by a child are arranged on weekdays at 9.00–10.00 and 16.30–17.30.

### **7.3 § Unsupervised visits**

Prisoners can apply for a meeting via video connection by filling in a separate form.

The visiting times are on Mondays to Thursdays at 12.00–15.00 and 16.00–19.00, on Fridays, Saturdays and Sundays at 12.00–15.00 and on public holidays at 12.00–15.00.

### **7.4 § Communication via video connection**

Prisoners can apply for communication via video connection (Skype meeting) by filling a separate application form, which must be left at least a week before the requested time of the Skype meeting.

The application form must include the requested date and time and the name and Skype contact details of the person to be contacted. The aim is to set a suitable time with the person to be contacted based on the application. Skype meetings are arranged at times that fit the activities of the ward. The duration of a visit is 30 minutes.

Prisoners are not allowed to have means to take notes or transmit written messages without the permission of the staff. A disciplinary punishment may be imposed on a prisoner for violating this rule.

### **7.5 § Receiving goods during visits**

Prisoners can receive a small amount of goods from their visitor on the day of the visit but not during the actual visit. The quantity and quality of the goods meant for prisoners must be such that the staff can inspect them without breaking them and their inspection does not excessively interfere with other duties of the staff on the visiting day.

The visitors must leave the goods in a place assigned by the prison and fill in a delivery note, which must contain the prisoner's name and number, the name and contact information of the person bringing the package and a list of the content of the package.

## **8 § Use of telephone**

The telephones at the wards are available daily during the times specified in section 12 § Prison wards of these prison rules. The number of calls is limited by the number of available telephone devices and the time available according to the daily schedule.

All prisoners receive telephone codes that are for personal use only. The codes may not be given to the use of another person.

A prerequisite for the use of the telephone is that the prisoner tells the staff the numbers and the names of the people in advance by using the form reserved for this purpose. There can be no more than 20 numbers, which are then stored in the telephone system.

A disciplinary punishment may be imposed on a prisoner if the prisoner gives incorrect information about the telephone numbers or the receivers of the calls, gives the personal codes to the use of another person, or uses the personal codes of another person

## **9 § Sending post**

If a prisoner tries to carry or gives another prisoner for the purpose of carrying a letter or other postal item or a message pass the inspection of the prison post, the prisoner may be imposed to disciplinary punishment.

## **10 § Smoking and cleanliness**

Smoking is forbidden anywhere else than outside.

The order of the furniture in the cell cannot be changed without the permission of an official of the Criminal Sanctions Agency. All goods must be stored in the cabinets and other storage places

Pictures, posters, and other objects may only be attached to the notice board hung on the wall in the accommodation room. A disciplinary punishment may be imposed on a prisoner for attaching objects elsewhere in the accommodation room.

Electrical devices must be switched off when leaving the accommodation room.

## **11 § Possession of property**

### **11.1 § Objects and substances the possession of which may be denied**

According to chapter 9, section 1, subsection 1, paragraph 1 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 1 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it poses a threat to the safety of a



person. Besides firearms, edged weapons, blunt instruments, explosives and gas sprays, such objects and substances include also, among others, poisons and aerosol products with propellant gas. In addition, substances posing a threat include chemical compounds that can be used to make explosives, such as hair dyes containing hydrogen peroxide.

According to chapter 9, section 1, subsection 1, paragraph 2 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 2 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it is especially suited for damaging property. These include, among others, tools suitable for damaging property.

According to chapter 9, section 1, subsection 1, paragraph 3 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 3 of the Remand Imprisonment Act), the possession of an object or substance may be denied if the possession of it is, when taking into account the conditions and the level of supervision in the prison or a prison ward, detrimental to general prison order. These include, among others, the following:

- 1) Devices that are suitable for recording information. These include, among others, computers, cameras, video cameras, MP3 players, and some game consoles. Separate memory devices and devices containing hard drives are prohibited.
- 2) Devices that enable communication via electronic communication. These include, among others, computers, mobile phones, and some game consoles. Objects used for establishing electronic connection and objects the use of which is closely connected to the devices used for electronic communication are also prohibited.
- 3) Devices that are suitable for intercepting and monitoring the radio traffic of authorities or otherwise observing the activities of authorities. These include, among others, radiotelephones and radio traffic detectors. Binoculars and other optical devices suitable for observation are also forbidden.
- 4) Objects that can cause a cleanliness, health, or fire hazard. These include, among others, tattoo equipment, animals, plants, and candles.
- 5) Objects that are otherwise detrimental to the public order of the prison. These include, among others, objects used for fighting and escaping, replica weapons, and objects bearing the symbols of criminal organisations and groups.

According to chapter 9, section 1, subsection 1, paragraph 4 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 4 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it cannot be inspected without unreasonable difficulty or without damaging it. These include, among others, hygiene and cosmetics products, foodstuffs, and tobacco products that are brought from outside the prison. If prisoners take these products with them outside the prison, the products will not be given back into their possession when they return to the prison. The structure of the objects that are given into the possession of prisoners must be such that they are not suitable for concealing prohibited objects or substances.

According to chapter 9, section 1, subsection 1, paragraph 5 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 5 of the Remand Imprisonment Act), the possession of an object or substance may be denied if it is used as a means of commission of an offence or there are reasonable grounds to suspect that it will be used as such. This may refer to, for instance, a situation where a prisoner uses a typewriter, which is in the prisoner's possession, to falsify documents or commit frauds.

According to chapter 9, section 1, subsection 1, paragraph 6 of the Imprisonment Act (chapter 5, section 1, subsection 1, paragraph 6 of the Remand Imprisonment Act), the possession of an object or substance may be denied if the prison has acquired a corresponding object for the use of the prisoner. These include, among others, objects already belonging to the furnishing of the accommodation room and other objects acquired by the prison for the use of prisoners if the prisoner has a real opportunity to use the object.

A disciplinary punishment may be imposed on a prisoner if the aforementioned objects or substances are found in the prisoner's possession.

## **11.2 § Other factors influencing the possession of objects or substances**

Prisoners are only allowed to have a reasonable amount of private property in their possession. The amount of utility articles given into their possession must be such that they can be stored in the storage spaces of the cell in places reserved for them.

The prerequisites for the possession of an electrical device are that the device is type approved (CE marking), it is intact, and has an identification number.

The seals attached to the device during an inspection may not be removed or damaged. A disciplinary punishment may be imposed on a prisoner for removing or damaging the seals.

Modifying authorised objects so that they are more suitable for being used for acts of violence is prohibited. This refers to, for example, making an article suitable as a blunt weapon or sharpening a toothbrush. A disciplinary punishment may be imposed on a prisoner if such objects are found in the prisoner's possession.

A disciplinary punishment may be imposed on a prisoner if the prisoner tries to bring unauthorised goods to a prison and avoid an inspection.

A maximum of 50 copies of all recordings (including CD, DVD, Blu-ray and game console games), 10 copies of books, and 20 copies of magazines are given into possession at a time.

The rules on the possession of property do not apply to objects and substances that have been given in the possession of a prisoner before the prison rules entered into force. If a prisoner is transferred to another prison, the prison rules in force there at the time of the transfer are applied.

## **12 § Prison wards**

Helsinki Prison has five different wards. The wards are divided into smaller units that have different activities and levels of supervision.

Prisoners may use the prison telephone when the ward is open in accordance with the daily schedule of the ward. When the cells are locked, prisoners can also ask a prison officer of the ward if it would be possible to make a phone call. Prisoners in the isolation ward must inform the staff of their need to use the telephone.

### **Ward A**

A 1st floor: Travel cells and arrival ward (prisoners undergoing the assessment/placement process)

A 2nd floor: Arrival ward (prisoners undergoing the assessment/placement process)

A 3rd floor: Prisoners who are difficult to place and exempted from activities; prisoners accommodated separately due to their own safety

**Ward B**

B11: Used for quarantine

B12: Isolation ward (6+1 places)

B13: Prisoners accommodated separately due to their own safety

B21/22: Used for quarantine (quarantine, isolation)

B31: Prisoners who are difficult to place due to their behaviour during the sentence term and fine default prisoners

B32: Prisoners who participate in activities

**Ward C**

C11/12: Prisoners who participate in activities

C21/22: Used for quarantine

C31/32: Short-term prisoners

C41/42: Short-term prisoners

**Ward D**

D11/12: Prisoners who participate in activities, bilingual ward

D21/22: Prisoners who participate in activities

D31/32: Prisoners who participate in activities

**Ward E**

E11: Activity and support ward

E12: Prisoners who participate in activities

E21: Ward for young prisoners

E22: Prisoners who participate in activities

E31/32: Substance rehabilitation wards (Alku community and Hermanni community)

### **13 § Substance use and medication**

A disciplinary punishment may be imposed for manipulating or attempting to manipulate a substance use test.

Prisoners are not allowed to use or possess medication without the authorisation of a physician of the Health Care Services for Prisoners. Medication has to be kept in pill dispensers and bags meant for them or other original packaging and unused medication must be returned. Prisoners are not allowed to give medication prescribed to them to other prisoners. A disciplinary punishment may be imposed for violating these rules.

### **14 § Entry into force**

These prison rules enter into force on 1 November 2021 and repeal the prison rules that entered into force on 1 December 2019.

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