

# Oulu Prison

## Information for prisoners

Julkinen  
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# 1. General

## 1.1. Information on the prison

You have arrived in Oulu Prison. Oulu Prison functions as a remand prison for men and women. There are also fine default prisoners and sentenced prisoners in the prison. The prison has 85 prisoner places, 13 for women and 72 for men.

You are now reading the information leaflet of Oulu Prison. The purpose of this leaflet is to tell about the operation of this prison and the practices linked to remand imprisonment and serving a sentence. You should also read the prison order, which contains provisions that you must follow. Each ward has its own daily schedule, where you can find the timetable of the ward, including the opening and closing of the cell doors, outdoor exercise times, 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. One folder is also in the library. The prison rules are attached to this information leaflet. The daily schedule of the accommodation ward is on the notice board of the ward.

You can find a list and contact information of the authorities overseeing the operation of prisons on the notice board of the ward. In addition, notifications and instructions that concern the ward and the prison and that everyone should read will be put on the notice board.

Foreign prisoners and remand 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 the case of remand prisoners, contact with the diplomatic mission may be restricted only for a particularly important reason related to the clarification of the offence.

If there are any unclear matters, you can turn to the staff.

Street address: Oulu Prison, Nahkatehtaankatu 5, 90130 Oulu

Postal address: Oulu Prison, PO Box 16, 90101 Oulu

Telephone (exchange): +358 29 568 6000

Email: [oulu.vankila@om.fi](mailto:oulu.vankila@om.fi) and email to prisoners [vankiposti.oulu@om.fi](mailto:vankiposti.oulu@om.fi)

## **1.2. Personal official and induction**

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

When you arrive in prison, the staff will introduce you to the practices of the prison and your ward. Your arrival interview will be arranged soon after you arrive in the prison. During the arrival interview, you and the prison staff discuss your personal situation and the services you need during the prison term. You may even need to take care of some things concerning your life outside the prison soon after you arrive in prison.

The staff in your accommodation ward will introduce you to the practices of the ward. The staff can help you if you have any questions.

## **1.3. Sentence plan**

If you are serving a prison sentence, an individual sentence plan is drawn up for you before you arrive in prison. The plan can be specified in prison. The sentence plan 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 sentence 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 placements in an open prison or probationary liberty under supervision. The realisation of the sentence plan is monitored regularly and reviewed at least three times a year.

Sentence plans are not drawn up automatically for remand prisoners before their arrival in prison but, with the consent of the remand prisoner, the preparation of a sentence plan may be initiated already during the remand imprisonment. After the sentence plan is drawn up, its realisation will be monitored and updated regularly.

## 2. Remand imprisonment

Remand imprisonment is not a punishment, but a coercive measure implemented during a criminal investigation and trial. The purpose of remand imprisonment is to secure the criminal investigation, court proceedings, and enforcement of a sentence and to prevent the remanded person from continuing criminal activities. Remand imprisonment is ordered by a court that decides to remand a suspect of an offence. Remand imprisonment ends when a court, a prosecutor, or the police (or other official with the power of arrest) releases the remand prisoner. Remand imprisonment ends at the latest when the judgment of a district court becomes final. If the judgment of a district court is appealed, remand imprisonment continues until the judgment of a court of appeal is issued. However, if a remand prisoner is sentenced to imprisonment, the remand prisoner may consent to the enforcement and abide by the judgment as regards the sentenced imprisonment even before the judgment has become final. In that case, the sentenced person starts serving the imposed sentence of imprisonment and the person's status changes from a remand prisoner to a prisoner.

The rights and obligations of remand prisoners are partly different from those of sentenced prisoners, for example, remand prisoners' communications may be restricted under the prerequisites laid down in the Coercive Measures Act. The restriction of communications may contain restrictions on correspondence, the use of the telephone, meetings or other contacts outside the prison, or association with a certain apprehended, arrested or remanded person. The restriction of communications connected with remand imprisonment and the extension of the restriction is decided by the court. Remand prisoners cannot be given permission to carry out, among other things, civilian work, studies, or other supervised activities outside the prison. Moreover, remand prisoners cannot be placed in an institution outside the prison.

If a remand prisoner is sentenced to unconditional imprisonment for an offence for which the remand prisoner was imprisoned, the period of remand imprisonment is deducted from the sentence of imprisonment. If a remand prisoner has been unduly imprisoned, the person is entitled to compensation for the loss of liberty from the State. Compensation is applied for from the State Treasury.

Remand imprisonment can start unexpectedly and so that you have not had time to prepare for it. You can turn to the staff in all unclear matters.

## **3. Prison sentence and the objective of enforcement**

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.

### **3.1. 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.

### **3.2. 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 (180 days) 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. The preparation for probationary liberty under supervision can be initiated by either the prison or the prisoner.

## **4. Basic care and accommodation**

### **4.1. Clothing, linen, clothing maintenance, and cleanliness**

You can wear your own clothes in prison. The use of the prisoners' own clothes may, however, be restricted based on, among other things, the prison order. If the possession of a piece of clothing is restricted, you have the right to get a decision on the matter with instructions on submitting a request for an administrative review.

You must be dressed properly within the prison area. If there is anything unclear about proper dressing, you can always ask the prison staff. In addition to or instead of your own clothes, you are entitled to get prison clothes.

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 work clothes, you get appropriate work clothes and protective clothing at the workstation. You must wash your work clothes yourself in the accommodation ward.

The prison gives you bedlinen and towels you can use in prison. All textiles (bedlinen and prison clothes) provided by the Prison and Probation Service 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. You can use the washing machine in your accommodation ward. The staff in your ward can advise you how to use the washing machine. The prison provides the washing detergent. Prisoners placed in the reception ward must put their dirty laundry in a bag, which is given to the prisoners working as cleaners. They will wash the clothes and return them to the owners.

In prison, you must take care of the cleanliness of your own cell. Every prisoner must tidy up after themselves in the common areas, for instance, after cooking. You must sort all rubbish in the bins according to the instructions. Cleaning agents and equipment are kept in the cleaning cupboard of the ward and you must clean them after use. The cleaning equipment cannot be kept in your own cell. More detailed instructions are available in the ward.

The order of the cell furniture cannot be changed due to safety reasons. All goods and clothes must be stored in the cabinets. The cells have a mechanical ventilation system. The ventilation valves may not be blocked or covered. Windows that are left open will interfere with the ventilation of the whole accommodation ward. When you leave the cell,



you must turn off the lights and electrical devices. Running the taps unnecessarily is forbidden.

The electric wires are checked in each cell before a prisoner is placed there. If the wires are broken on purpose, that electrical device is removed from your cell. If it is your personal property, it will be put among your civilian things in storage and you will not get them in your possession in Oulu Prison. If it is prison property, you will not get the device back in your own cell. As broken electrical devices are a fire risk, breaking them seriously endangers the safety of other prisoners and the prison staff.

## **4.2. Catering and prison canteen**

In the wards located in the old part of the prison, the prison serves four meals on weekdays: breakfast, lunch, dinner and an evening snack. On days that are not actual working days, the prison serves breakfast, a combined lunch/dinner and an evening snack.

In the wards located in the new part of the prison, the prisoners prepare their breakfast themselves by using the foodstuffs provided by the prison. The prison serves other meals of the day.

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

You can visit the prison canteen once a week. The canteen day of your own accommodation ward is in the daily schedule. The prison canteen sells various foodstuffs, other everyday products, tobacco products and phone credit. You must pay your canteen purchases with the Prepaid Card provided by the Prison and Probation Service (more information under the headline 7.2. Use of money).

## **4.3. Smoking**

You can smoke only during outdoor exercise. You do not cigarettes and lighters in your possession, but you will get your cigarettes from the supervision staff for the duration of outdoor exercise. The prison provides the lighters.

During your sentence term or remand imprisonment, the Prison and Probation Service pays for one nicotine replacement treatment. The given pack of nicotine patches is meant to last three weeks and you get three packs at the most. This treatment period of about two

months is based on the Finnish current care guidelines. After that, you have to buy your own nicotine replacement products from the prison canteen yourself. You can ask the prison officers of your ward for more information.

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

## **5. Possession of property**

### **5.1. 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.

You must 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 the property you brought with you. Goods that you cannot take in your cell 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.

If you want to exchange goods or get goods that are in storage into your possession, you must fill in the general inquiry form and address it to the reception ward. The staff inspects and delivers allowed goods in the order prisoners have requested them from the reception ward. You are not allowed to exchange goods directly with other prisoners. All goods must be exchanged and given into your possession via the reception ward.

### **5.2. Delivery of goods to prison**

People coming to visit you may bring you one plastic bag (max. 30 litres) of goods, which that you may have in your possession, such as books, clothes, or personal utility articles but not, for instance, foodstuffs or tobacco products. The handles of the plastic bag must

be tied so that the goods do not drop from the bag. A visitor may bring goods only to the prisoner they are visiting. The goods must be given to the prison staff. The visitor must write who receives the goods, who delivers the goods and what the goods are in a form beforehand. All delivered goods must be listed on the form. The form can be found on the website of Oulu Prison where it can be printed beforehand. The forms are also available in the visiting facilities. The goods brought by your visitor will be inspected and listed by the prison.

Besides during visits, you can also receive goods via post. You can only receive goods that you are allowed to have in your possession in prison.

The postal item must include the following information:

OULU PRISON / OULUN VANKILA  
PRISONER'S NAME  
PO Box 16  
90101 OULU

If you do not want the delivery address to include Oulu Prison or Oulun vankila, you must add a separate paid home delivery service to your postal item. The home delivery to prison costs you EUR 10.

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

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

If you want to hand over goods to be taken outside the prison by your family member or visitor, you must use the inquiry form to contact the reception ward. In the inquiry form, you must write a list of the goods you want to hand over and the name of the person to whom you want the goods to be handed over. The staff at the reception ward will collect the listed goods and deliver them to be handed over to the visitor on the day of the visit. You can also send your goods by post at your own expense. The staff can give you further instructions.

## **6. Contacts with the outside world**

### **6.1. Use of telephone**

You may communicate with those outside prison by telephone if your communications have not been restricted (more information about the restrictions of communications is under the heading 2. Remand imprisonment). Phone credit is sold in the prison canteen. You cannot receive telephone calls in prison and information about prisoners is not given over the telephone to people outside the prison.

You must carefully read the prison rules, which include the times when the telephones are available for use in each ward and the regulations concerning the use of telephone.

### **6.2. Letters and postal items**

You have the right to correspondence by post if your communications have not been restricted (more information about the restrictions of communications is under the heading 2 Remand imprisonment). You can leave outgoing letters in the letterbox at the ward. The prison staff empties the letterboxes on weekday mornings. 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 regulation is not applied to letters addressed to authorities supervising the operations of the prison and to bodies supervising the implementation of human rights. A list of the authorities supervising the operation of prisons is on the notice board of the ward and attached to this information leaflet.

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

OULU PRISON / OULUN VANKILA

PRISONER'S NAME

PO Box 16

90101 OULU

Details of the sender

Letters and other postal items may be inspected in prison except for letters from lawyers or authorities overseeing the operation of prisons. Letters are delivered every day.

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

### **6.3. Receiving email**

You can receive email in the prison to the following address: vankiposti oulu@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 concerning information security, the system deletes all attachments and pictures from the messages. You will only receive the email message.

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

The online workstations for prisoners offer a limited access to the internet, Skype and the electronic learning environment Moodle.

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 (for example, 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.

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 (for example, 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.

## **7. Income and use of money**

### **7.1. Income**

You will be paid a tax-free activity allowance if you participate in work, education, or rehabilitation. The activity allowance is EUR 3.01 or EUR 4.26 per day on the days you participate in an activity. The activity allowance usually starts from the lowest category. In the case of sentenced prisoners, the paid category of the activity allowance is determined by both the achieved goals set in the sentence plan and the regularity and duration of the participation. In the case of remand prisoners, the paid category is determined primarily by 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 (for example study grant) for the activity.

In addition to the activity allowance, you will be paid an expense allowance, which is 1.60 euro per each prison day, including weekends.

If you do not have any money when you arrive in prison, you may be paid the expense allowance of the first 14 days in advance so that you can make necessary purchases. The paid advance will be deducted from the expense allowance paid later.

### **7.2. Use of money**

In prison, you get a prepaid card and a personal IBAN account number connected to it. The prepaid card is used by entering a personal PIN code.

With the prepaid card, you can make purchases in the prison canteen. In addition, you can use the prepaid card outside the prison to pay in shops, cafeterias, and on trains, that is in places that accept a chip card, and withdraw money at cash machines in Finland. The prepaid card does not have the contactless payment feature and it cannot be used for online shopping. You can ask the staff about matters related to the use of the prepaid card.

When you arrive in prison, the cash you bring with you in euro is loaded on the prepaid card. The Prison and Probation Service pays all benefits you will receive to the prepaid cards.

If you receive money from outside the prison, you must make sure that those, who transfer money to you, know the correct IBAN account number. More detailed information on transferring money is available at the website [www.rikosseuraamus.fi](http://www.rikosseuraamus.fi).

Please contact the prison staff if you want to send money or pay bills.

## **8. Visits**

You can meet your family and friends during your prison term if your communications have not been restricted.

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

You can apply for an unsupervised visit or a visit by a child by filling in a separate visit form. Supervised visits can be applied by using the general inquiry form. Skype meetings have a separate application form. You must remember to reserve a visit in good time beforehand so that we have time to make arrangements for the visit.

All visiting facilities are smoke-free. The visitors must prove their identity with a photo identification on request. There are toys and books for children in the visiting room. The visitors cannot bring their own toys, books or nappies to the visit. The visitors can bring items that are necessary for a small child, i.e., unopened baby food jars, unopened tetrapacks of baby milk, an empty feeding bottle and a dummy. The prison offers child visitors a juice box. You can ask the staff for nappies when needed.

You can bring a reasonable number of products bought from the prison canteen to an unsupervised visit and a visit by a child. The visitors must take all uneaten food products with them outside the prison after the visit or put them in the trash bin in the visiting room. You cannot bring any food products from the visiting facilities back to the accommodation ward.

The visit may start late for a justified reason. However, the visit ends at the time agreed beforehand. A visit may be terminated due to a breach of prison order if necessary.

## **8.1. 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.

## **9. Prison leaves**

You may be granted permission to leave the prison for a short period of time (prison leave). If you are serving a prison sentence, prison leave may be granted based on the length of the term of sentence or for an important or a particularly important reason. Remand prisoners may be granted prison leave only for a particularly important reason. Remand prisoners may also be granted short prison leave under escort in order to attend to an urgent and absolutely necessary matter.

You can apply for prison leave by using a separate form. You must fill in the application form for prison leave carefully and return it and possible appendices to the staff of your accommodation ward, who will forward it to the superiors and management.

The prison director or an assistant director decides on prison leave. In certain cases, the decision on prison leave is made by the director of the Core Operations Department of the Prison and Probation Service. 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.

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

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



- your compliance with the conditions of prison leave may be deemed likely
- you must submit to the substance control and other necessary supervision.

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 earliest date for prison leave is stated in the decision on the term of your sentence. Prison leave may be granted before the set date if a prisoner has carefully complied with the sentence plan. In such case, prison leave may be granted for the implementation of the plan or, in an individual case, for the maintenance of outside contacts or functioning capability of the prisoner or for another corresponding reason.

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

## **9.2. 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.

## **9.3. 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.

# **10. Participation in activities**

If you are serving a prison sentence, 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 will be 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.

If you are a remand prisoner, participation in work or other activities is voluntary. If you want to participate in activities, you are given an opportunity to do so where possible. A remand prisoner may not, however, be given permission to carry out civilian work, studies, or other activities outside the prison or be placed in an outside institution. You may be exempted from the obligation to participate in activities if your state of health, functioning capacity, or age so requires.

Prisoners whose communications are restricted will be arranged separate activities. You can ask the prison staff for further information on the activities and services.

### **10.1. Work activity**

Oulu Prison has different kind of workplaces, such as, the carpentry workshop, cleaning and washing dishes. At times, the prison also offers painting, renovation and real estate maintenance work. You can apply for work by contacting a senior prison official.

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). This kind of own work can be, for example, translations or handicrafts. Depending on the nature of the work, you can also carry it out in your own cell. You may be allowed to use tools of the prison for your own work free of charge.

### **10.2. Education**

In Oulu Prison, you can study in a classroom, independently in your cell or online by using the electronic learning environment Moodle. Prisoners can complete basic education and general upper secondary education studies. The studies can be continued in other prisons. An outside educational institution arranges pre-vocational education preparing for vocational studies (Valma) in Oulu Prison. The carpentry workshop is educational, which means that you can complete parts of a qualification as you work there. The prison staff can tell you more about studying.

### **10.3. Rehabilitation activities**

Oulu Prison arranges motivational discussions on substance use and substance rehabilitation programmes. Prisoners who sign a commitment to abstinence from substances can be placed in a contract ward. The contract wards are open prison wards

that are located in the new part of the prison. Prisoners placed in a contract ward are required to commit themselves to abstinence from intoxicating substances and its control.

Oulu Prison arranges different kinds of rehabilitating activities. You can find information on the arranged services on the notice board of your accommodation ward or you can ask from the staff.

External cooperation partners also arrange rehabilitative activities in Oulu Prison. The regular cooperation partners include, among others, the Finnish home economics organisation Martat, Kris-Oulu, Vuolle Settlement with its Vis Vis activity and the Finnish Foundation for Supporting Ex-offenders Krits. You can get more information on the work of the cooperation partners from the prison staff or the notice board of your accommodation ward.

#### **10.4. 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 apply for online services by filling in a separate form (application for the use of the internet). The application must include the reasons why you need to use the internet. The staff of the ward can guide and instruct you on matters related to online services.

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

Taking into consideration the implementation of your sentence plan, you may be exempted from the obligation to participate in activities for two weekdays per each calendar month if you participate in activities regularly.

Prisoners charged with an offence is granted a necessary exemption from the obligation to participate in activities so that they can prepare their defence. Prisoners may be exempted from the obligation to participate in activities also for some other important reason or due to a fixed-term incapacity for work.

## **11. Free time**

### **11.1. 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. For current information on free time activities, please read the notice board or the daily schedule of your ward or ask the prison staff.

The prison has a gym and a sports hall. You can exercise outdoors daily at times stated in the daily schedule of your accommodation ward. If your communications have been restricted, you must discuss your exercise and outdoor schedules separately with the prison staff.

The prison has various musical instruments, which can be played in the music room. In addition, the prison has a karaoke machine. If you want to ask about matters related to music, address a general inquiry form to an instructor or the chaplain.

### **11.2. Library**

You can use the library services of the prison at the times stated in the daily schedule of your ward. Newspapers are also delivered to the accommodation wards. You can also borrow books as interlibrary loans from the Oulu City Library.

### **11.3. Religious activities**

You have a possibility to take part in religious events and discuss religious issues.

There is a chaplain working in the prison. You can contact the prison chaplain by filling in the general inquiry form. The chaplain can help you to attend, for instance, Christian services and confirmation classes. Church services and other religious events are arranged in the prison. Different parishes visit the prisoners and arrange events.

## 12. Health care

The Health Care Services for Prisoners (VTH) operates under the auspices of the National Institute for Health and Welfare (THL) and is responsible for organising healthcare services for all prisoners in Finland. A nurse's reception is open on weekdays. You can get an appointment by sending a general inquiry form to the nurse. The physician's reception is once a week. Dental care is arranged in Pelso Prison. Appointments to a physician are made by the nurses.

The physician working in the prison decides on the prisoners' medicines. The medicines prescribed by the physician are usually in the possession of the prisoner. In some cases, the medicines will be given by the staff. Medicines are personal. You are not allowed to hoard them or give to other prisoners. You must return unused medicines to the staff in the pill dispenser. You can get a new insulin pen when you return the old pen to the staff.

You may be temporarily transferred to treatment or examination outside the prison if the Health Care Services for Prisoners cannot treat your illness or injury. In such case, you will be under supervision.

If you have sudden health issues, contact the prison staff.

## 13. Behaviour in prison

Imprisonment is regulated by various rules and regulations; therefore, you should familiarise yourself with the Imprisonment Act and the Remand Imprisonment Act. The prison order contains more detailed provisions and regulations, which you must also follow.

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 Remand Imprisonment Act or the decrees issued under them, a regulation of the Prison and Probation Service or the prison order. In addition, a disciplinary punishment may be imposed if you do not follow a request or order of the prison staff.

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 Prison and Probation

Service 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, escape or attempted escape, 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 (for example lost or broken devices), you are liable to compensate it. As a last resort, the matter will be decided in court.

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

### **14.1. 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.

You must file the complaint in writing and you can formulate it freely in your native language. The complaint must include the name and contact information of the person filing the complaint. Possible decisions on the matter and other relevant documents should be attached to the complaint. An administrative complaint concerning a matter dating back more than two years is not admitted for examination without a special reason.

### **14.2. Filing a complaint**

- The person filing the complaint must specify, which act or omission of the Prison and Probation Service or its official the person criticises.
- The complaint must include the grounds for considering the conduct of the Prison and Probation Service or its official to be wrong.
- The complaint should provide information about the time of occurrence of the action or omission in question.

- The person filing the complaint should mention if a complaint on the same matter has been filed elsewhere.

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

The legality of the operation of the Prison and Probation Service and its units and officials is monitored by the internal control of the Prison and Probation Service. In addition, the operation of the Prison and Probation Service 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 Prison and Probation Service 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 Health Care Services for Prisoners is overseen by the Regional State Administrative Agency of Northern Finland.

### **14.4. Request for an administrative review**

A request for an administrative review is the primary means of a legal remedy and appeal. You can request for an administrative review of decisions made by the Prison and Probation Service 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. You have to submit the request for an administrative review in writing within seven days from the date when you have received the decision. You can leave your request for an administrative review to the head of the prison or his or her deputy, who will sign for it. Then, you do not have to take into account the time of the postal delivery. 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.

## 15. Staff and managing affairs

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 the different rehabilitative activities organised by them. You can get more information on these outside cooperation partners from the notice board of your accommodation ward and the staff.

The staff members working in the prison include, among others, prison officers, prison officials, instructors, senior instructors, chaplain, senior prison officials, assistant directors and the head of unit. In addition, nurses and a physician of the Health Care Services for Prisoners work in the prison facilities. You can ask the staff for more detailed information on the responsibilities and duties of different officials.

You can get an appointment with a member of the prison staff by filling in the general inquiry form and returning it to the staff of your accommodation ward. The general inquiry forms are available in your accommodation ward. You must write on the form, why you want an appointment, so that the staff can forward the form directly to the official responsible for the matter.