

# **RULES OF PROCEDURE OF TARTU PRISON**

**Confirmed by Directive No. 1-1/27 of 11 February 2013  
of the Director of Tartu Prison**

Amended by

Directive No. 1-1/82 of 4 June 2013  
Directive No. 1-1/119 of 2 August 2013  
Directive No. 1-1/56 of 9 April 2014  
Directive No. 1-1/152 of 25 September 2014  
Directive No. 1-1/63 of 20 April 2015  
Directive No. 1-1/70 of 6 May 2015  
Directive No. 1-1/88 of 30 June 2015  
Directive No. 1-1/115 of 10 August 2015  
Directive No. 1-1/134 of 28 September 2015  
Directive No. 1-1/153 of 27 November 2015  
Directive No. 1-1/154 of 1 December 2015  
Directive No. 1-1/47 of 4 March 2016  
Directive No. 1-1/80 of 10 May 2016  
Directive No. 1-1/81 of 11 May 2016  
Directive No. 1-1/96 of 27 May 2016  
Directive No. 1-1/127 of 20 July 2016  
Directive No. 1-1/142 of 15 August 2016  
Directive No. 1-1/168 of 05 October 2016  
Directive No. 1-1/185 of 28 October 2016  
Directive No. 1-1/8 of 13 January 2017  
Directive No. 1-1/19 of 30 January 2017  
Directive No. 1-1/40 of 28 March 2017  
Directive No. 1-1/49 of 4 May 2017  
Directive No. 1-1/76 of 16 June 2017  
Directive No. 1-1/114 of 20 September 2017  
Directive No. 1-1/119 of 28 September 2017  
Directive No. 1-1/120 of 28 September 2017  
Directive No. 1-1/139 of 30 October 2017  
Directive No. 1-1/77 of 31 May 2018  
Directive No. 1-1/126 of 19 September 2018  
Directive No. 1-1/175 of 30 November 2018  
Directive No. 1-1/195 of 19 December 2018  
Directive No. 1-1/45 of 19 February 2019  
Directive No. 1-1/71 of 1 April 2019  
Directive No. 1-1/91 of 7 May 2019  
Directive No. 1-1/136 of 12 August 2019  
Directive No. 1-1/153 of 23 September 2019  
Directive No. 1-1/191 of 12 December 2019  
Directive No. 1-1/27 of 5 February 2020  
Directive No. 1-1/80 of 27 May 2020

Directive No 1-1/46 of 20 April 2023  
Directive No 1-1/58 of 01 June 2023  
Directive No 1-1/99 of 01 December 2023  
of the Director of Tartu Prison

Directive No. 1-1/104 of 27 August 2020  
Directive No. 1-1/4 of 12 January 2020  
Directive No. 1-1/31 of 24 March 2021  
Directive No. 1-1/53 of 27 April 2021  
Directive No 1-1/100 of 13 August.2021  
Directive No 1-1/109 of 27. August 2021  
Directive No 1-1/115 of 16 September 2021  
Directive No 1-1/16 of 04 February 2022  
Directive No 1-1/22 of 25 February 2022  
Directive No 1-1/29 of 21 March 2022  
Directive No 1-1/57 of 02 June 2022  
Directive No 1-1/72 of 07 July 2022  
Directive No 1-1/91 of 07 September 2022  
Directive No 1-1/94 of 20 September 2022  
Directive No 1-1/115 of 19 December 2022  
Directive No 1-1/30 of 06 March 2023

TARTU 2013

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## Rules of Procedure of Tartu Prison

### 1. General provisions

- 1.1. The rules of procedure of Tartu Prison (hereinafter Rules of Procedure) provide the conditions of serving and executing a term of imprisonment or custody pending trial on the premises of Tartu Prison. The Rules of Procedure specify the provisions of the Imprisonment Act (hereinafter the IA), the Regulation of the Minister of Justice No. 72 of 30 November 2000 *Internal Rules of the Prison* (hereinafter the IRP) and other legislation.
- 1.2. All prisoners, Tartu Prison employees and visitors are obliged to follow the Rules of Procedure.
- 1.3. The provisions regarding prisoners shall also be applied to persons in custody, unless the Rules of Procedure provide otherwise.
- 1.4. Open ward shall refer to a ward in which the prisoner (except the person in custody) may freely move within the ward during the time prescribed in the daily schedule.
- 1.5. Closed ward shall refer to a ward in which the prisoners are closed into their residential cells at all times.
- 1.6. The prisoner shall be obliged to:
  - 1.6.1. comply with the IA, IRP, Rules of Procedure and other legislation and to follow the lawful commands given by prison officials and employees;
  - 1.6.2. stand up while greeting prison employees and other officials visiting the prison;
  - 1.6.3. be polite to prison employees, other prisoners and persons visiting the prison;
  - 1.6.4. comply with personal hygiene requirements, keep their clothing and bed linen clean, keep their residential cell (including WC) and the non-work rooms of the ward clean, make their bed after the morning wake-up;
  - 1.6.5. wear the name tag issued by the prison during the headcount in the cell and outside the residential cell;
  - 1.6.6. /invalid/ [Directive No. 1-1/19 of 30.01.2017, entry into force 01.02.17];
  - 1.6.7. notify a prison service official of finding a prohibited item or an item not belonging to them as soon as possible. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
  - 1.6.8. use the cell terminal prudently and not disturb prison officials or other prisoners with its use (e.g. turn the radio on loud). [Directive of Director of TP No. 1-1/71 of 01.04.2019, entry into force 01.04.2019]
- 1.7. The prisoner shall be prohibited from:
  - 1.7.1. using sexually harassing, obscene, threatening, insulting or defaming expressions, gestures or jargon when communicating with other persons;
  - 1.7.2. instigating, inducing, provoking or in other ways influencing a prison official or other prisoners to commit a violation of law;
  - 1.7.3. yelling, using items and elements in the cell to make noise etc.;
  - 1.7.4. using physical and mental abuse towards other persons;
  - 1.7.5. playing board games or other games with the aim of profiting;
  - 1.7.6. writing or making marks on the constructional elements of the cell, on cupboards, books and other prison property. The prisoner shall also be prohibited from gluing, attaching or placing photos, reproductions, magazine cut-outs, covers, carpets, postcards etc. on them in a way that inhibits supervision;
  - 1.7.7. preparing and using any self-made additional shelves, stands or other such items;

- 1.7.8. bring furniture into the cell that is not on the list of furnishings (the furniture in the cell includes: a double bunk bed, desk, 2 floor-mounted stools, 2 bedside tables, a clothes hanger, television stand, bathroom shelf (only in the S-building), a drying rack. [amended by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17], [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 1.7.9. keeping in the cell furniture or furniture parts that have detached or been broken (detached or broken items shall be immediately given to a prison employee exercising supervision);
- 1.7.10. communicating with the prisoners of other wards while being in the ward, walking yard or walking box;
- 1.7.11. covering, smearing or opening lighting fittings;
- 1.7.12. keeping the items in the cell and the door of the WC in a position that impairs or hinders exercising supervision;
- 1.7.13. keeping hands in pockets in the presence of a prison employee;
- 1.7.14. placing inside the lavatory or flushing substances or items if it is not incidental to the purposeful use of the lavatory;
- 1.7.15. washing themselves elsewhere than in the shower or their residential cell;
- 1.7.16. tattooing themselves or others, having themselves tattooed;
- 1.7.17. obtaining, making, using, keeping or passing on items, the ownership of which is prohibited pursuant to the IRP, Rules of Procedure; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 1.7.18. changing or altering prison clothing without authorisation. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 1.7.19. be in a cell that is not designated for them or change their sleeping place unauthorised, unless permitted by a prison service officer [Directive of Director of TP No. 1-1/191 of 12.12.2019][amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 1.7.20. to display on their body, clothing or in their cell and other premises (e.g. living quarters, staircases, etc.) images and symbols (photographs, pictures, flags, flags, emblems, symbols, etc.) of leaders of war, interethnic conflicts or aggressor states. [Directive of Director of TP No. 1-1/57 of 02.06.2022, entry into force 10.06.2022]
- 1.7.21. attach to glue boards in cells or otherwise display (including outside the cell) pictures, reproductions, magazine cuttings, etc. depicting the naked human body. [Directive of Director of TP No. 1-1/57 of 02.06.2022, entry into force 10.06.2022]
- 1.8. Should it be necessary, the Director of Tartu Prison shall be entitled to temporarily deviate from fulfilling the Rules of Procedure in their orders.
- 1.9. Application forms have been given as annexes to this document and they are issued by the Inspector-Contact Persons or by the Guards exercising supervision.
- 1.10. The prison may demand that the prisoner compensates for caused material damage under civil proceedings.
- 1.11. The general premises of Tartu Prison are covered by video and audio surveillance. Prison officers on the Tartu Prison territory may use body cameras (that are clearly distinct and visible) attached to their uniforms to video and audio monitor procedures while performing their service duties, including any legally required procedures (roll-calls in cells, accompanying or relocating prisoners on prison grounds etc. except when conducting a full search on a prisoner). [added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

## 2. Prison territory

- 2.1. The territory of Tartu Prison consists of the area located inside the outer perimeter, the buildings, and the car park. The prisoner transport vehicle is also considered as the territory of Tartu Prison. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [amended by Directive of Director of TP No. 1-1/119 of 28.09.17, entry into force 28.09.2017]
- 2.2. The following buildings are located on the territory of Tartu Prison:
  - 2.2.1. residential building for prisoners, marked "S";

- 2.2.2. residential building for prisoners and persons in custody, marked "E";
- 2.2.3. chapel marked "K";
- 2.2.4. sports facility marked "SP";
- 2.2.5. administrative building marked "A";
- 2.2.6. maintenance building marked "H";
- 2.2.7. open prison marked "AV". [Directive of Director of TP No. 1-1/63 of 20.04.2015].

2.3. Smoking is prohibited on the prison territory. [Directive of Director of TP No. 1-1/49 of 04.05.17, entry into force 01.10.17]

### **3. Reception and placement in the prison**

- 3.1. Upon arrival in the prison, the prisoner shall be temporarily placed in a waiting cell and separated from their personal items until they can be searched. On the request of the prisoner, it shall be allowed to bring only essential effects to the waiting cell. The prisoner shall be searched as soon as possible with full undressing.
- 3.2. Items permitted and prohibited in the prison shall be processed pursuant to the procedure enacted by the IA and IRP.
- 3.3. When received in the prison for the first time, the prisoner shall go through a health check.
- 3.4. If necessary, the prisoner and their belongings shall be disinfected immediately.
- 3.5. Items issued to the prisoner who has been searched include a mattress, pillow, blanket, 2 sheets, a pillowcase, 1 hand towel, 1 bath towel, 2 bowls, a tin mug, plastic mug and spoon. Prison clothing (4 T-shirts, 2 pairs of long trousers, 2 jackets, 2 pairs of shorts, a coat, winter hat, summer hat, gloves and a scarf) shall be issued to the prisoner (except for the person in custody). The prisoner shall be required to keep the items issued by the prison in their cell, unless legislation provides otherwise. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 3.6. The prison service official shall appoint and decide on the placement of the prisoner inside the prison by assigning them a cell, a bed and a cupboard for keeping items.

### **4. Movement on prison territory**

- 4.1. Prisoners move within the prison grounds on the basis of an escorting plan, an order from a duty officer or deputy duty officer, with an escort in the form of a prison servant. When several persons move around the prison grounds, prisoners are obliged to move in pairs in a column or according to the order of the prison servant who performs the escorting. A prisoner is prohibited from leaving the ward, cell or other assigned place assigned to the prisoner without the permission of a prison officer. [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]
- 4.2. Outside their own residential cell, the prisoner (except the person in custody) shall be obliged to wear prison clothing and be correctly dressed. Underneath the prison clothing, it shall be allowed to wear personal clothes permitted by the prison service only on the condition that they do not show under the prison clothing (except for a coat, socks and gloves).
- 4.3. While being escorted, the prisoner shall be prohibited from talking to other persons (except for the prison employee escorting them), being involved in irrelevant activities, dropping or picking up any items, opening door peep-holes, deviating from the prescribed route etc. The prisoner shall be prohibited from crossing the red line before the barred door of the ward and the bordering chain of the walking yard without the permission of the prison official, climbing or hanging on the grate of the walking yard or walking box, opening the locking devices of doors, pressing any buttons or switches outside their residential cell without a good reason. The prisoner shall be prohibited from

being in or entering rooms which they have not been allowed to enter by a prison service official. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]

- 4.4.** While in the walking yard or walking box, the prisoner shall be prohibited from: [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017]
- 4.4.1.** Covering the barriers or constructional elements of the walking yard or walking box with objects in a way that prevents exercising supervision;
- 4.4.2.** Picking up, throwing on the ground or throwing away any items from their walking yard or walking box;
- 4.4.3.** Communicating with prisoners that are outside of their walking yard or walking box.
- 4.5.** If the prisoner commits an act having the elements of a disciplinary violation while being on a walk, the prison service official shall decide upon continuing or suspending the walk.
- 4.6.** Upon leaving and entering the ward, the prisoner shall be searched. For that, the prisoner shall be obliged to stand with their face towards the wall and place their hands on the wall as pointed by the prison official or on the markings on the wall (red circles). If necessary, the prisoner shall be fully searched, accompanied by undressing.
- 4.7.** Upon leaving the ward, for example to go study, to the sports hall, medical department or elsewhere, the prisoner may only take along items coordinated with the prison beforehand and necessary at the destination. Taking along other items shall be prohibited.
- 4.8.** It shall be allowed to go for a walk in fresh air only in seasonal clothing and to take along a wristwatch, a religious item worn around the neck, a rosary, a wedding ring, a handkerchief and once a month the prison blanket for beating it. [amended by Directive of Director of TP No. 1-1/185 of 28.10.2016, entry into force 01.08.2016; Directive of Director of TP No. 1-1/49 of 04.05.17, entry into force 01.10.17]
- 4.9.** While being out of the cell and during headcount, the prisoner shall be obliged to wear the name tag issued by the prison service in a way that it is visible and legible.
- 4.9.1.** The prison service shall write the following information on the name tag of the prisoner (except the person in custody): prisoner's first name and surname, date of birth, photo, tested official language level. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 4.9.2.** The prison service shall write the following information on the name tag of the person in custody: the person's first name and surname, date of birth, photo. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 4.9.3.** The prisoner shall be obliged to wear the name tag only on the strap issued by the prison. [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017]
- 4.9.4.** The name tag issued to the prisoner may, where justified, be given additional functions, eg to open doors of the premises that have electronic locks. [Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

## **5. Daily schedule**

- 5.1.** The prisoner shall be obliged to follow the daily schedule (Annex 1).
- 5.2.** The prisoner staying in a ward shall be obliged to go to the cell assigned to them by the time of closing the cell doors provided in the schedule.
- 5.3.** Being escorted to work, study, social programmes etc. shall take place pursuant to the escorting schedule, the order of the Duty Officer or Assistant Duty Officer.
- 5.4.** In open wards, the sports hall and showers are used according to a schedule by wards. Using hairdressing services shall take place by wards, according to the organisation of the work of the

prison. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

- 5.5.** Cable TV, the radio built into the cell, and electricity shall be switched on in cells at 6.00 AM and switched off at 10.00 PM. The head of the unit may extend the use of the radio, power and cable TV until 12.00 AM. [supplemented by Directive of Director of TP No. 1-1/115 of 10.08.2015, supplemented by Directive of Director of TP No. 1-1/153 of 27.11.15], [amended by Directive of Director of TP No. 1-1/71 of 01.04.2019, entry into force 01.04.2019] [amended by Directive of Director of TP No. 1-1/80 of 27.05.2020]
- 5.6.** invalid [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13].
- 5.7.** At the discretion of and on the basis of the oral order of the head of the unit, the doors of the cells of open living wards may not be locked from the morning to the evening headcount, if this is necessary for work organisation or is expedient for the objectives of the execution of imprisonment. [Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

## **6. Headcount**

- 6.1.** An order for headcount shall be given verbally or through the sound system 10 minutes before the headcount begins. The headcount shall take place in the cells in closed and open wards and at the workplaces of the prisoners, if necessary.
- 6.2.** During the headcount, the prisoner shall be obliged to stand up upon the entry of the prison official into the cell and to stand in correct attire next to their made bed or elsewhere depending on the order of the prison official. The prisoner (except the person in custody) shall be obliged to wear prison clothing during the headcount. During the headcount, it shall be forbidden to eat, read or be involved in other activities that disturb the headcount.
- 6.3.** During the headcount, the prisoner shall hold their arms on the sides, they shall be forbidden to lean on the wall or bed, speak without the permission of the prison official, or impede carrying out the headcount in some other way. During the headcount, the prisoner shall switch off all electrical devices in the cell or, if possible, to the silent mode. [ Directive of Director of TP No. 1-1/134 of 28.09.15, entry into force 01.10.15]
- 6.4.** Upon the order of the official conducting the headcount, the prisoner shall be obliged to clearly state their first name and surname. [Directive of Director of TP No. 1-119 of 02.08.13, entry into force 05.08.13]
- 6.5.** invalid [Directive of Director of TP No. 1-119 of 02.08.13, entry into force 05.08.13].
- 6.6.** The prisoner who is at a long-term meeting during the headcount shall not be checked separately. The presence of the prisoner at a long-term meeting shall be checked during mealtime.

## **7. Prohibited items**

- 7.1.** In addition to the items and substances provided in section 64<sup>1</sup> of the IRP, I prohibit for the prisoners in Tartu Prison the following items in compliance with clause 15(2) of the IA:
- 7.1.1.** food items, plant products, liquid, powdered, solid and other types of substances that have been procured without the mediation of the prison service (except when dealing with persons arriving from a detention house). [Directive of Director of TP No. 1-1/49 of 04.05.17, entry into force 01.10.17], [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022];
- 7.1.2.** cord, cable, strap and other similar items or items having these elements, except for the following items issued by the prison service or on the permission of the prison service:
- laces attached to shoes that are purposefully used,
  - strap for wearing the name tag,
  - strap for wearing religious insignia,



- wires or cables required for using electrical devices that are up to two meters long and have been procured via the prison service or were with the person upon their arrival in prison,
  - clothing with rubber bands,
  - purposefully used straps in the clothing of the prisoners,
  - strings intended for use with sleep masks [added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 7.1.3.** ceramic, glass or metal object or an object including these elements, except for the following items:
- wristwatch procured via the prison, [amended by Directive of Director of TP No. 1-1/191 of 12.12.2019]
  - two nail clippers of up to 8 cm in length without a nail file; [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017],
  - a compact mirror in plastic casing the diameter or diagonal of which, including the casing, is up to ten (10) cm [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023],
  - electric device issued under a permission,
  - shaver without batteries,
  - other items issued via the prison service or permitted items,
  - shaving cream tube that is not empty [Directive of Director of TP No. 1-1/63 of 20.04.2015].
- 7.1.4.** self-made objects;
- 7.1.5.** chewing gum;
- 7.1.6.** foodstuffs that have become inedible;
- 7.1.7.** precursors of narcotic, psychotropic or other drugs, a mixture or natural produce including such a substance and an item or substance impregnated with a narcotic or psychotropic substance;
- 7.1.8.** liquids mixed from different substances, the composition of which cannot be clearly identified;
- 7.1.9.** medicines, herbs, food supplements, vitamins, energy drinks and energy pouches, sports drinks and substances intended for their preparation, except food supplements and vitamins prescribed by the prison doctor and issued by the prison service or purchased through the prison shop; [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022] [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023] [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]
- 7.1.10.** medical or physiotherapeutic aids, mobility aids, medical equipment, medical instruments, medical devices, unless issued by the prison's medical officer or indicated and permitted by an inspector/contact person; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 7.1.11.** invalid [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13].
- 7.1.12.** aroma-releasing substances and objects (including a perfumed letter), except for hygiene items and cleaning products purchased through or issued by the prison service [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023];
- 7.1.13.** toilet paper, napkins, cotton pads, cotton swabs, tampons, sanitary towels, cleaning cloth, sponge etc.,  
except for items procured via the prison or having been taken along to the prison; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13];  
except for a special wipe with a size of 10 x 10 cm for cleaning glasses in case glasses exist included in an item of communication. [Directive No. 1-1/63 of 20 April 2015 of the Director of Tartu Prison]
- 7.1.14.** condoms,  
except when issued by the prison service;
- 7.1.15.** cigarettes, electronic cigarettes, smokeless tobacco products (eg chewing tobacco, snuff, tobacco for oral use), smoking articles, products related to tobacco products (eg tobacco-free nicotine pads); [Directive of Director of TP No. 1-1/49 of 04.05.17, entry into force 01.10.17] [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023];
- 7.1.16.** substance, device or item used for making tattoos;
- 7.1.17.** electrical toothbrush, battery-operated razor, hair cutting machine and other such devices which can easily be adapted into a tattoo machine,  
except for an epilator or electric shaver;

- 7.1.18.** art and office supplies, writing and drawing supplies, except for: [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- items issued by the prison for the time of activities related to the return of the prisoner to society. After the activity, these items may remain in the prisoner's cell. [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017],
  - 1 ruler,
  - notebooks,
  - working blue pen that can be opened or is transparent, coloured pencils, and graphite pencils that have been procured via the prison or were brought along upon arrival in the prison. The total amount of the listed writing instruments can be up to 50 pcs; [amended by Directive of Director of TP No. 1-1/120 of 28.09.2017, entry into force 01.10.2017] [amended by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17],
- [entry into force 01.01.2024] a working, demountable, transparent ballpoint pen in blue without a metal mechanism (e.g. spring, metal clip), coloured pencils and a pencil without an eraser, which were purchased through the mediation of the prison shop, carried by the prisoner upon arrival to serve their sentence or sent to the person held in custody. The total number of listed writing instruments may be up to 50; [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2024]
- 1 pencil sharpener,
  - 1 eraser,
  - plastic paperclips; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13],
  - writing or drawing paper/pad.
- 7.1.19.** office equipment,  
except for an autonomically powered pocket calculator issued by the prison, procured via the prison or brought along upon arrival in the prison; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.20.** document binder and covers,  
except for document folders with soft covers that do not include any metal parts, rubbers or strings; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [Directive of Director of TP No. 1-1/63 of 20 April 2015]
- 7.1.21.** photo and stamp album, picture frame;
- 7.1.22.** periodicals and their clippings, crossword books, catalogues and other such items which have not been procured via the prison service or issued by the prison service,  
except for periodicals sent to the prisoners by parcel. To the prisoner who is a citizen of a foreign state, daily newspapers and magazines in their mother tongue can be sent by mail in reasonable quantities if the prison does not guarantee to the prisoner newspapers or magazines in their mother tongue; [Directive of Director of TP No. 1-1/195 of 19.12.2018, entry into force 01.01.2019]
- 7.1.23.** musical (greeting) card, 3-D card; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.24.** items, the purposeful use of which requires covering surfaces, construction elements etc.;
- 7.1.25.** toy, games,  
except dominos, checkers, chess or nard, which have been procured via the prison or brought along upon arrival in the prison;
- 7.1.26.** electrical devices, with a power output of more than 1.2 kW which have not been procured via the prison service or were not with the person upon arrival in the prison; [amended by Directive of Director of TP No. 1-1/191 of 12.12.2019][amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 7.1.27.** a TV-set with a diagonal of more than 61 cm (24"); [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017]; [amended by Directive of Director of TP No. 1-1/72 of 07.07.2022, entry into force 08.07.2022]
- 7.1.28.** power source, except for a battery, which is not empty and is procured via the prison service; its shell has no marks of damage or burn; the prisoner has a device for its use; [ Directive of Director of TP No. 1-1/134 of 28.09.15, entry into force 01.10.15]
- 7.1.29.** an electric or electronic device that is not working, has been independently repaired, has signs of reconstruction or damage, such a part of the device, or a device, a part of which has been removed;
- 7.1.30.** signal or propagation transmitter or receiver and their supplies, except a TV-set issued on the permission of the prison service, procured via the prison or brought along upon arrival in the

- prison; [amended by Directive of Director of TP No. 1-1/71 of 01.04.2019, entry into force 01.04.2019]
- 7.1.31.** computer or some other device, which enables reaching or which when modified enables reaching an Internet connection;
- 7.1.32.** data carrier and its reader,  
except for paper;
- 7.1.33.** digital or electronic game and gaming console;
- 7.1.34.** scale;
- 7.1.35.** clothes hanger;
- 7.1.36.** women's clothes for male prisoners;
- 7.1.37.** baseball cap;
- 7.1.38.** shoes with heels over 3 cm, metal reinforcements, platform soles (3 cm) or otherwise dangerous, and special purpose shoes,  
except shoes issued or allowed by the prison service for performing work duties;
- 7.1.39.** carrier bag, suitcase, box, pencil box, cosmetics bag, crate, pitcher, spray bottle, plastic tray, weaved tray or other such storage item,  
except for:
- a bag issued on the permission or by the prison service,
  - water filtering pitcher procured via the prison with a water filter procured via the prison,
  - five paper bags for the personal use of the prisoner [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
  - up to 3 transparent plastic containers. The total capacity of one container cannot exceed one litre; [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017],
  - plastic soap box, toothbrush box and wash basin or wash bucket of no more than 12 litres in size – 1 of each item; [Directive of Director of TP No. 1-1/63 of 20.04.2015],
  - glasses case with a cleaning cloth if the prisoner has glasses in the cell and a denture box if the prisoner has dentures in the cell; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.40.** umbrella;
- 7.1.41.** invalid [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.42.** sunglasses;
- 7.1.43.** eye patches (except when procured through the prison shop). [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 7.1.44.** earplugs and earphones;
- 7.1.45.** more than one set of rosary;
- 7.1.46.** gun model or imitation;
- 7.1.47.** invalid [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.48.** invalid [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.49.** items with a similar purpose as those provided by the prison, including a thermos cup and forks and knives,  
except for plastic disposable knives, forks and spoons procured via the prison; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 7.1.50.** invalid [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.51.** clothing and shoes which have not been issued by the prison service or purchased from the prison store or brought along upon arrival in the prison,  
except for items having arrived for the prisoner in a package;
- 7.1.52.** ventilator;
- 7.1.53.** bottle caps that are not on packages with original content;
- 7.1.54.** clothing, shoes or other items which have been adapted to hide forbidden items;
- 7.1.55.** shaving foam brush, clothing brush, hairbrush, grate, lemon juicer, whisk and sieve,  
except for a plastic tea sieve with a diameter of up to 10 cm; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13; [Directive of Director of TP No. 1-1/56 of 09.04.14]
- 7.1.56.** cotton wool,  
except for cotton pads procured via the prison or having been taken along to the prison. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 7.1.57.** Printed publications, copies, manuscripts etc. containing descriptions of tactics and methodologies of ensuring supervision and security in prison, assessing criminogenic risks or handling extraordinary occurrences. [Directive of Director of TP No. 1-1/76 of 16.06.17]
- 7.1.58.** Souvenir banknotes [Directive of Director of TP No. 1-1/46 of 20.04.2023]

**7.2.** It is prohibited to send the following items by mail (either standard or maxi letter): [supplemented by Directive of Director of TP No. nr 1-1/77 of 31.05.18, entry into force 11.06.2018]

- 7.2.1.** toothbrush;
- 7.2.2.** non-reusable razor, razors (handles) Mach, Gillette Fusion, etc., except razor blades;
- 7.2.3.** pocket mirror;
- 7.2.4.** nail file;
- 7.2.5.** tea sieve;
- 7.2.6.** soap box and toothbrush container;
- 7.2.7.** nail clipper with metal file and plastic case, except ordinary small nail clipper;
- 7.2.8.** heel file;
- 7.2.9.** notebook, notepad, film envelope, document folder, drawing pad and writing pad;
- 7.2.10.** postcards that are musical, 3D, with decorative elements and/or stickers, except standard uniplanar postcard;
- 7.2.11.** wall calendar, except pocket calendar (6\*9 cm);
- 7.2.12.** plastic bag;
- 7.2.13.** hair brush with a handle, except regular small plastic comb.

## **8. Personal items and keeping them**

### **8.1. General provisions**

- 8.1.1.** The prisoner shall be allowed to keep personal items at the residential cell or in the storage facility for the personal items of prisoners (hereinafter the Storage). In the cell, the prisoner shall be allowed to keep only the items that are used there. Collecting any items in the cell that are not used by the prisoner any longer, such as empty foodstuff containers, paper or foil wrappers, used stamps etc. shall be prohibited. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 8.1.2.** In order to issue items from or place items in the Storage, the prisoner shall submit a standard-format application (Annex 6) to the Inspector-Contact Person. Submitting applications and issuing items shall generally take place as follows:
  - Building E applications shall be accepted by Friday of the first full week and issuing/placing items shall take place in the following two weeks;
  - Building S applications shall be accepted by Friday of the third full week and issuing/placing items shall take place in the following two weeks. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 8.1.3.** In order to issue/send personal items out of the prison, the prisoner shall submit a free-form application to the Inspector-Contact Person.
- 8.1.4.** If the prisoner is placed in the punishment cell, personal items shall be stored in the designated cupboards.

### **8.2. The prisoner shall be prohibited from:**

- 8.2.1.** throwing away personal items without the prison's consent. In order to throw away personal items and write them off the common list, the prisoner shall be obliged to submit an application to a prison service official and together with the application submit also the items to be written off (except for underwear and socks);
- 8.2.2.** selling, sending, or giving into the use of others items in their personal use, also from procuring, borrowing, or taking for temporary use items allowed for the personal use of others or items without an owner (except upon the cell mate's permission to watch their television or to use their water kettle or spiral water heater); [amended by Directive of Director of TP No. 1-1/71 of 01.04.2019, entry into force 01.04.2019]
- 8.2.3.** upon arrival from the house of detention, having items that they did not have when leaving the prison and which they have not procured pursuant to the procedure of procuring items valid at the house of detention;
- 8.2.4.** using the phone cards or codes of other persons and giving their phone card or codes to the use of other prisoners;
- 8.2.5.** taking personal items to the cells of other prisoners or keeping them elsewhere outside the residential cell (except for clothes in the drying closet when drying and foodstuffs requiring refrigeration in the fridge);
- 8.2.6.** using additional heating devices;
- 8.2.7.** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

- 8.2.8.** throwing or placing substances or items out of the window;
  - 8.2.9.** owning more foodstuffs than can be purchased in two store orders;
  - 8.2.10.** Prisoners may keep deposit packages (e.g. plastic bottles) of up to a total volume of six litres in their cell (or in the ward refrigerator in the open ward). If the prison permits the prisoner to use the commissary once a month, the prisoner may have up to a total volume of nine litres of the aforementioned packages in the stated locations. Whether the prisoner uses the commissary less than what is permitted by the prison for whatever reason is not relevant [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
  - 8.2.11.** keeping in the cell the deposit packaging of consumed drinks for longer than the next store day and other empty packaging for longer than the next day of disposing waste;
  - 8.2.12.** upon being transferred from Tartu Prison to another prison or the police house of detention or upon being transferred to another cell or upon release, leaving items belonging to them and having been issued to them in the ward, cell or into the use of some other person. The prisoner shall be obliged to take along all items that belong to them and have been issued to them;
  - 8.2.13.** fermenting or souring foodstuffs.
- 8.3.** Clothes, toiletries and other items allowed in the cell [Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]:
- 8.3.1.** The prisoner (except for the person in custody) shall be allowed to keep personal clothing in the cell in the following quantities: [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17]
    - shoes – 5 pairs;
    - socks – in reasonable quantities;
    - underwear – in reasonable quantities;
    - gloves – 1 pair [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
    - thermal underwear – two sets, provided that thermal underwear is worn concealed under prison clothing. Thermal underwear is defined as a form-fitting long-sleeved shirt or long trousers without zippers, drawstrings, buttons, images, advertisements or other additional elements, intended to be worn only as underwear [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022] [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
    - bras for a female prisoner – in reasonable quantities for personal use;
    - thermal tights for a female prisoner – 2 pairs;
    - nightwear for a female prisoner (pyjamas or a nightgown) – 2 pcs;
    - hair scrunchies – 3 pcs [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022];
    - headband for a female prisoner, plastic – 1 pc.
  - 8.3.2.** Under exceptional circumstances, prisoners placed in the punishment cell shall be allowed to wear the following personal clothes in the punishment cell: [Directive of Director of TP No. 1-1/27 of 05.02.2020]
    - underpants, 2 pairs;
    - bra for a female prisoner – 2 pcs;
    - socks, 2 pairs;
    - shoes, 2 pairs. [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
  - 8.3.3.** The person in custody shall be allowed to keep personal clothing in the cell in the following quantities: [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17] [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
    - underpants – in reasonable quantities for personal use;
    - socks – in reasonable quantities for personal use;
    - coat or leather/denim jacket (without metal or stud decorations) – 1 pc;
    - gloves - 1 pair [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022];
    - scarf – 1 pc;

- long underwear – 2 sets [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022];
- T-shirt - 4 pcs (including a sleeveless T-shirt, except for a singlet);
- button-front shirt or a long-sleeved shirt – 2 pcs; (Directive of Director of TP No. 1-1/56 of 09.04.14)
- shoes – 5 pairs (selected by the person in custody, except for football shoes and shoes with sharp or high heels);
- shorts – 2 pairs;
- /invalid/ [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- long sportswear (sweatpants and sweatshirt) – 2 sets;
- long trousers – 2 pairs;
- hat – 1 pc;
- pullover or fleece jacket or polo or sweater – 2 pc;
- vest (without metal embellishments) – 1 pc;
- bras for a female prisoner – in reasonable quantities for personal use;
- thermal tights for a female prisoner – 1 pair;
- nightwear for a female prisoner (pyjamas or a nightgown) – 2 pc;
- hair scrunchies– 3 pcs [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022];
- headband for a female prisoner, plastic – 1 pc.

**8.3.4.** The prisoner shall be allowed to keep in their cell a total of the following toiletries, cosmetic and cleaning supplies: [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17]

- shampoo – 2 bottles;
- conditioner – 2 bottles;
- shower gel – 2 bottles;
- soap – 4 pcs;
- toilet paper – 10 rolls;
- toothpaste – 2 tubes;
- cream – 2 pcs;
- stick deodorant (alcohol-free) – 2 pcs;
- shaving cream or shaving foam in a can – 2 pcs;
- dishwashing liquid – 1 bottle;
- washing powder – 1 package;
- lip balm 1 pc; [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- sanitary towels and/or tampons for a female prisoner – 2 packages;
- pantyliners for a female prisoner – 1 package;
- hair dye for a female prisoner – 2 packages;
- mascara for a female prisoner – 1 pc;
- Prosthetic adhesive (when using prosthetics)- 2 tubes [added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- Lens fluid (for use with contact lenses in the cell with permission from the doctor) -2 bottles [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- Toothbrush – 2 pcs [Directive of Director of TP No. 1-1/57 of 02.06.2022, entry into force 10.06.2022]
- Disposable razor – 7 pcs [Directive of Director of TP No. 1-1/57 of 02.06.2022, entry into force 10.06.2022]
- Razor with interchangeable blades – 1 piece and interchangeable razor blades for it – 8 pcs [Directive of Director of TP No. 1-1/57 of 02.06.2022, entry into force 10.06.2022] [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

**8.3.5.** The Storage shall not store the shoes of the prisoners unless these exceed the amount allowed in the cell, socks, underwear, toiletries, body care and cleaning supplies, foodstuffs or solids (including tea and coffee), medicine, fire-setting devices, also packages without items such as TV/radio boxes

and other waste. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [amended by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**8.3.6.** Prisoners and persons held in custody have the right to keep the following items in the cell at the same time:

- Cross necklace – 1 piece;
- Medallion – 1 piece;
- Icon – 3 pieces;
- Crucifix – 1 piece;
- Holy statue – 1 piece;
- Prayer rug – 1 piece;
- Prayer beads – 1 piece.

[Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

**8.4.** Special conditions for applying for and using an electrical device (applying, using an electrical device and calculating electrical power costs)

**8.4.1.** The prisoner shall be entitled to use personal electrical devices that are factory-produced, have not been changed or altered, are in working order, equipped with the prison's security stickers and comply with the standards for electrical devices in the Republic of Estonia. Having in the cell devices that have a repaired or broken chord shall be prohibited.

**8.4.2.** Tartu Prison shall not be liable for damages to electrical devices that have been caused by power outages, voltage fluctuations or technical failures of electrical devices, except for damages which have been caused by the prison's unlawful actions.

**8.4.3.** The prisoner shall use the electrical devices given to them pursuant to the user manual provided with the electrical utility device and in concordance with the Rules of Procedure and other legislation, without disturbing other prisoners, the performance of duties of the prison officials and the everyday organisation of the work of the prison.

**8.4.4.** The prisoner shall be prohibited from independently repairing electrical devices or altering them and shall be obliged to surrender the device upon its breakage or, in case of electrical devices equipped with a security sticker, the security sticker becoming unfit for use. Electrical equipment that has been damaged, altered, security stickers damaged, rebuilt or become dangerous from operation, is subject to removal and storage. Electrical equipment and accessories that have been physically broken or have become dangerous during handling must not be placed in storage and must be destroyed. [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

**8.4.5.** The prisoner shall be prohibited from leaving an electrical device on when leaving the cell.

**8.4.6.** If a violation is discovered in the course of using the electrical device or if the prisoner has not paid for the costs related to using the electrical device, the prison service official shall be entitled to immediately confiscate the electrical device from the prisoner. The Inspector-Contact Person shall decide on declaring the prisoner's right of using an electrical device invalid and placing the electrical device in the Storage. (Directive of Director of TP No. 1-1/56 of 09.04.14)

**8.4.7.** In order to get an electrical device to the cell, the prisoner shall submit an application (Annex 7) to the Inspector-Contact Person in which they shall note the name, brand, location as at the time of applying and the capacity of the electrical device.

**8.4.8.** When giving permission to use an electrical device, the existence of necessary funds on the personal account of the prisoner shall also be checked. If there is not enough money to use the electrical device, the permission shall not be given.

**8.4.9.** When using an electrical device, the prisoner shall bear the costs of using the electrical device pursuant to the procedure enacted in the IRP. Upon receiving the electrical device from the storage, the costs for using the electrical device for the current month shall be deducted in advance from the prisoner's account. Costs will also be deducted for the following month in advance if the electrical device is issued on the 15<sup>th</sup> date or after the 15<sup>th</sup> date. If the resources on the prisoner's free-use account are not sufficient on the 15<sup>th</sup> date, the electrical device shall be placed in the storage by the 1<sup>st</sup> day of the next month. If the 1<sup>st</sup> day of the following month falls on the weekend or a national holiday, the electrical device shall be placed in the storage on the working day following the weekend or national holiday.

**8.4.10.** If money is received on the prisoner's free-use account after the 15<sup>th</sup> date and the prisoner wishes to use the electrical device during the following month and to pay for it, they shall submit a

reasoned application to the administrative department of Viru Prison (hereinafter administrative department) for deducting the electrical energy costs for the following month. The application shall be accepted by the Inspector-Contact Person. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

- 8.4.11. The prisoner, who is temporarily away from their cell (at the medical facility, school, work, etc.), shall not be exempted from the monthly obligation of paying for the use of the electrical device. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 8.4.12. When the prisoner is temporarily away from the prison (short-term prison leave, being in another custodial institution, punishment cell, etc.) calculation of the costs of the electrical devices shall be based on the provisions of the IRP. In order to settle accounts, the prisoner shall submit to the Inspector-Contact Person an application, in which they shall also include their consent for the deduction of additional costs related to settling accounts from their personal account. The application shall be submitted within no later than one month as of short-term prison leave. [Directive of Director of TP No. 1-1/63 of 20.04.2015]

#### **8.5. Repairs of an electrical device**

- 8.5.1. It shall only be possible to send an electrical device to be repaired if the prison has a cooperation contract with a provider of this service.
- 8.5.2. In order to send an electrical device to be repaired, the prisoner shall submit a written application to the Inspector-Contact Person.
- 8.5.3. The application shall specify the name and brand of the device, the age of the device, a description of the error that is as detailed as possible and a consent to reserve and deduct from the prisoner's account the sum necessary for identifying the fault. The service provider's price list for identifying the fault shall be available from the Inspector-Contact Person.
- 8.5.4. The application shall be returned if the prisoner does not have sufficient funds to have the fault identified.
- 8.5.5. Devices requiring repairs shall be gathered to the storage room for the personal items of prisoners.
- 8.5.6. After the service provider has identified the fault, the prison shall inform the prisoner in five days as of receiving the calculation about the possibility of repairs and the calculation for the repairs issued by the service provider. The prison shall take on the application form the consent or refusal of the prisoner to pay for the repairs pursuant to the calculation.
- 8.5.7. The sum paid to identify the fault shall not be returned if the prisoner has decided not to have the device repaired.
- 8.5.8. After the device has been repaired, the service provider shall submit an invoice with the cost of the performed repairs to the prisoner via the prison in a format which can be reproduced in writing.
- 8.5.9. After being repaired, the device shall be placed in the storage room for the personal items of the prisoners.
- 8.5.10. In order to get the repaired device from the storage and transfer it to the cell, the prisoner shall submit an application pursuant to the general procedure.
- 8.5.11. Complaints regarding the performed repairs shall be submitted directly to the service provider, Tartu Prison does not mediate complaints regarding repairs.

### **9. Alimentation of the prisoner**

- 9.1. Prisoners shall be alimented pursuant to the Regulation No. 150 of the Ministry of Social Affairs of 31 December 2002 *Food Norms at Custodial Institutions*.
- 9.2. [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 9.3. In order to forego food, the prisoner shall submit a written application (Annex 4) to the Director of the Prison. In order to end foregoing food, the prisoner shall submit an application (Annex 5) to the Director of the Prison and they shall be provided with prison food again starting from the meal following the submission of the application.
- 9.4. The need for additional alimentation is determined by the medical department. Special alimentation due to medical reasons is decided by a prison medical officer. To receive food that does not include meat/pork due to religious reasons or personal convictions, the prisoner must submit a request to their contact person. If the prisoner is requesting meat-free or pork-free food due to religious



reasons, the request will be processed by the prison chaplain. If the prisoner is requesting meat-free food due to personal convictions, the request will be processed by their contact person. If the prisoner has been assigned meat-free or pork-free food due to medical or religious reasons or personal convictions, their food purchases from the commissary will be monitored. If the prisoner buys meat products from the commissary while being permitted to receive meat-free or pork-free food, then they will no longer be provided meat-free food by the Prison. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

- 9.5. Upon the prisoner temporarily leaving the prison (is brought back to the prison on the same day), a rations package shall be issued to them.
- 9.6. Prisoners sent to another prison or house of detention shall be alimented by the receiving institution if the prisoner leaves the prison before the scheduled mealtime.
- 9.7. [invalid by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 9.8. Prisoners are prohibited from giving food issued to them by the prison to another prisoner. [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 9.9. As a rule, prisoners shall be alimented in residential cells.
- 9.10. Food is distributed by the prisoner employed as an assistant worker under the supervision of a guard. Leftover food shall be taken back to the canteen by the prisoner employed as an assistant worker.
- 9.11. The dishes (2 bowls, mug, spoon) of the prisoner shall be kept in the cell; to receive food the prisoner shall place them on the door hatch of the cell; the main dish shall be put into one bowl.
- 9.12. Food shall be placed only into the dishes issued to the prisoners by the prison. Taking the prison's dishes out of the ward shall be prohibited. It shall also be prohibited to take foodstuffs out of the ward, except when going on a long-term visit.
- 9.13. The prisoner shall wash their dishes themselves, the prison service official shall be entitled to refuse issuing food into unhygienic dishes.
- 9.14. [invalid by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 9.15. Eating and drinking outside the cell shall be prohibited, unless it arises from the organisation of the work of the prison.
- 9.16. Lunchtime alimentation of prisoners working in the prison industry section and the prison workshop shall take place at the workplace. The prisoner working as a food distributor shall eat at the residential cell in their ward after having finished work, except for the food distributor who is working in the prison industry section, prison workshop or laundry, who shall eat at the workplace.
- 9.17. Upon complaints regarding the quality of food, the prisoner shall be obliged to immediately notify a prison official. Complaints submitted later shall not be satisfied as they cannot be verified. (Directive of Director of TP No. 1-1-1/56 of 09.04.14)

## **10. Waste management**

- 10.1. The prisoner shall be obliged to collect and sort according to type the paper and cardboard waste, packaging waste and mixed domestic waste in their possession or created by them and to place the waste collected into appropriate containers according to type as prescribed by the prison and during the time prescribed by the prison. The prisoner shall be obliged to clean packaging waste beforehand. The prison shall issue instructions for sorting waste and shall ensure that the prisoners have the necessary equipment and shall supervise sorting waste.

- 10.2.** The prisoner shall be obliged to give batteries that are unfit for use and need to be thrown away to a prison service official, who shall place the batteries to the designated collection box.
- 10.3.** Electrical devices or parts of them in the prisoner's possession that they wish to throw away shall be given by the prisoner to a prison service officer Person of the ward along with a written notification. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

## **11. Everyday matters**

- 11.1.** Solving everyday matters inside the prison
  - 11.1.1.** On working days, the prisoner shall verbally turn to a prison service official to solve their everyday concerns. The official shall specify the nature of the problem, and if necessary, shall communicate the problem electronically to another structural unit (Medical, Probation Supervision, Information and Research or to the administrative department of Viru Prison) or if the situation requires, have the prisoner write an inquiry, and accept it. The inquiry shall be signed by the submitter and they shall also note the date of submission. The inquiry of the prisoner shall be written in legible handwriting, include the submitter's first name and surname, building marking and cell number, the reasoned content of the inquiry, date and signature. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
  - 11.1.2.** The prisoner shall be entitled to submit inquiries only in their own behalf.
  - 11.1.3.** As a rule, the deadline for responding to an inquiry shall be 30 days, unless the law or this procedure provides otherwise. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
  - 11.1.4.** The inquiry shall be registered in the prison's document register by the unit's official. [supplemented by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017]
  - 11.1.5.** The prisoner shall be entitled to submit inquiries in a closed envelope to the Information and Research Department, to the Internal Control, and to the Medical Department. [supplemented by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017]
  - 11.1.6.** Prisoners can notify the prison service about dangerous situations via the intercom while in a closed cell or at other times when rapid intervention by a prison officer is necessary. Intercom calls may be recorded to ensure the lawful conduction of administrative and court proceedings and to ensure the rights of the parties. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 11.2.** Maintenance of linen, clothes and shoes
  - 11.2.1.** The prison shall ensure that the bed linen, hand towel and bath towel issued to the prisoner by the prison are usually changed in every fourteen days. If the prisoner cannot be present in their cell during the linen change, they shall place folded dirty bed linen on the foot of the bed in a visible place. In justified cases, the prisoner shall be entitled to apply for the replacement of the pillow, blanket, bed linen or mattress. [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
  - 11.2.2.** Washing and repairing the bed linen, hand towel and bath towel, prison clothing and work clothing of the prisoner (except the person in custody) issued by the prison shall be free. [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
  - 11.2.3.** At a time, up to 50% of the clothing issued by the prison, i.e. 2 T-shirts, one pair of shorts, one uniform jacket, one pair of uniform trousers and a knitted hat may be given for washing. The coat, blanket and mattress cover shall be washed as needed, but not more often than once in six months. At the psychiatric department, clothes are washed according to need. Staff of the medical department shall assess the need. [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017]
  - 11.2.4.** The prisoner shall bear the costs of purchasing supplies for washing personal clothes. Washing supplies can be bought from the prison store.
  - 11.2.5.** The prisoner may give their personal clothes for washing to the prison's laundry by paying for the washing services pursuant to the established price list. The personal clothes of a person undergoing treatment or expertise at the psychiatric department may be washed upon the proposal of the staff of the medical department at the prison's expense. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
  - 11.2.6.** For washing personal clothes at the laundry and repairing personal clothes, the prisoner shall submit a written application, noting on it the quantity of the clothes and the consent for deducting

the cost of washing or repairing them from the prisoner's personal account. [Directive No. 1-1/96 of 27.05.2016].

- 11.2.7.** The prisoner shall pay for marking, washing and repairing the laundry pursuant to the following price list:

Washing, drying and ironing laundry:

- dry laundry up to 6 kg 3.80 EUR
- dry laundry 6 to 16 kg 7.60 EUR [Directive of Director of TP No. 1-1/63 of 20.04.2015]

Sewing:

- replacing a zipper - trousers 2.56 EUR + cost of the zipper (1.28-1.92)
- replacing a zipper - coat 3.52 EUR + cost of the zipper (1.92-3.80)
- sewing clothes to fit - 2.56 – 3.80 EUR/1 item
- repairing clothes - 1.41 – 1.92 EUR/1 item
- sewing on a button - 0.19 EUR/pc (with the cost of the button)

- 11.2.8.** Underwear, socks, items made of leather and fur, and outerwear shall not be accepted for washing. Outerwear may be washed under extraordinary circumstances if the prisoner confirms with their signature on the application that they are aware of the possible consequences of washing the item (decrease in measurements, changes in colour, creases in the material). A person undergoing treatment at the psychiatric department is allowed to wash their underwear and socks upon the proposal of the staff of the medical department. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 11.2.9.** In order for clothes to be washed at the laundry of the prison, and for clothes and shoes to be mended, the prisoner shall write an application, which the prison service official shall forward to the administrative department along with the information regarding the balance of the prisoner's personal account. The application shall include the name of the applicant, their cell number and a description of the requested service. [Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 11.2.10.** For the repair of personal footwear, the prisoner shall submit an application, noting on it their name, cell number, sector, describe the footwear given for repair, and point out the reason for the repair. If the prisoner requires replacement footwear from the prison for the ones given for repair, it has to be clearly marked in the application. The prisoner must give an explicit consent in the application for deducting the cost of repairing the footwear from the prisoner's internal personal account. The application form is added (Annex 19). [Directive of Director of TP No. 1-1/96 of 27.05.2016 and No. 1-1/142 of 15.08.2016]
- 11.2.11.** The cost of repairing a prisoner's personal footwear is 1 euro. The prisoners whose average available balance on their internal personal account is less than 9.59 euros within the three months preceding the submission of the application, considering also the opening balance, are not obliged to pay for the repair of the footwear. [Directive of Director of TP No. 1-1/96 of 27.05.2016]
- 11.2.12.** The guarantee does not extend to the repair works of footwear. [Directive of Director of TP No. 1-1/96 of 27.05.2016]
- 11.3.** Applying for a toiletries package
- 11.3.1.** Underprivileged prisoners who do not have hygiene products or the means to purchase them may submit an application to receive the products (Annex 8) if the amount of money for free use in their personal account in the three months preceding the application is less than 15 euros, taking into account the opening and closing balance of the period. The amount of money does not change for a shorter stay in prison. The hygiene kit can be applied for every three months. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022] [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 11.3.2.** invalid [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 11.3.3.** [invalid by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 11.3.4.** The toiletries package shall not be issued to prisoners who have refused maintenance work.
- 11.3.5.** The toiletries package shall include the following items [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]:
- 1 toilet soap,

- 1 household soap,
  - 1 toothbrush [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023],
  - 5 razors,
  - 1 toothpaste,
  - sanitary towels for a female prisoner.
  - 1 shampoo [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 11.3.6.** [invalid by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 11.4.** Clothes and shoes [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 11.4.1.** Upon need, the prisoner may apply to the prison for clothing and shoes, which are allowed to them in the prison, by submitting an application to the Inspector-Contact Person. When processing the application, the financial means available on the internal personal account of the prisoner and the justification (need) for receiving the clothing and shoes applied for shall be taken into consideration.
- 11.4.2.** Only the essential minimum shall be issued to the prisoner and that is up to 2 pairs of socks, up to 2 pairs of underwear and up to 2 pairs of shoes – one pair of outdoor shoes and one pair of indoor shoes. If the prisoner has a pair of indoor shoes or a pair of outdoor shoes, another pair of the same type of shoes shall not be issued to them.
- 11.4.3.** As a rule, clothing and shoes shall not be issued if the average balance of free funds in three months is higher than the cost of the item requested in the application. Calculations for a prisoner who has been in prison for less than three months shall be based on the average balance of free funds of one month, whereas a period of less than 30 days shall be equalised with one full month.
- 11.4.4.** After the clothing or shoes have been delivered to the prisoner, the official of the management storage shall forward the data to the storage for the personal items of prisoners. The officials of the storage for the personal items of prisoners shall make the appropriate entries into the National Register of Prisoners, Persons in Custody and Persons under Arrest and to the common list of the prisoner's items with the marking "FMD".
- 11.5.** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 11.5.1.** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022].
- 11.6.** Reserving money for services
- 11.6.1.** The prison allows the prisoner to use several services, including laundry, repairing of clothing, copying, the use of a long-term visitation room, the use of permitted electrical devices, for which the prisoner shall pay from their personal account.
- 11.6.2.** The Cashier shall reserve the money on the internal personal account of the prisoner immediately in accordance with the application submitted by the prisoner.
- 11.6.3.** The sum reserved for services shall be deducted from the internal personal account of the prisoner on the last working day of each month. The prisoner shall make sure that the amount necessary for paying for the service is available on the account.
- 11.7.** Money transfers
- 11.7.1.** The prisoner can make bank transfers (pay state fees, make bank transfers to relatives etc.) via the prison. Bank transfers shall be made by the Cashier.
- 11.7.2.** State fees shall be paid from the internal personal account of the prisoner as soon as possible after the administrative department has received a properly filled in application from the prisoner. [Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 11.7.3.** Pursuant to section 54 of the Internal Rules of the Prison, a properly filled in application shall include all requisites necessary for making a transfer: name of the receiver, bank account number of the receiver, a reference number (if required), the transferred sum in numbers and words, payment details (if required), date and signature.
- 11.8.** Disinfecting infectious items [amended by Directive of Director of TP No. 1-1/175 of 30.11.2018]
- 11.8.1.** An infectious prisoner shall place all the items to be disinfected into a prescribed bag.
- 11.8.2.** The prison official shall write down the list of the items according to the relevant legal instrument (Annex 9).

- 11.8.3.** The prison official shall explain the risks of disinfecting, the prisoner shall sign the confirmation that disinfecting process has been explained to them.
- 11.8.4.** The taken items that are to be disinfected shall be taken to room No. 1203. An adhesive tape shall be taped on the bag on which the name of the owner of the items shall be written.
- 11.8.5.** The unit shall register the legal instrument in the Delta and shall transfer it to the administrative department for filling, the original legal instrument of the taken things shall remain with the unit. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 11.8.6.** After the items have been returned from disinfecting, the clothing shall be washed and ironed in the prison's laundry room, after which the administrative department specialist shall return the items to the prisoner's home unit. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 11.8.7.** The prison official shall return the items to the prisoner in exchange for a signature; if the prisoner has any complaints, they must submit them immediately.
- 11.9.** The price list for making copies for the prisoners is as follows:
- format A4, one sided – 0.06 euros
  - format A4, double sided – 0.13 euros
  - format A3, one sided – 0.12 euros
  - format A3, double sided – 0.22 euros
- [amended by Directive of Director of TP No. 1-1/58 of 01.06.2023, entry into force 15.06.2023]
- 11.10.** Ensuring hygiene upon stay in the punishment cell regime and at the time when security measures are applied [Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 11.10.1** Prisoners placed in Building E, who stay in the punishment cell regime or in respect of whom additional security measures are applied and whose cells have been provided with no opportunity for using a shower, shall be ensured the opportunity to use a shower at least once a week, on Wednesdays. [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 11.10.2.** Prisoners placed in Building S, who stay in the punishment cell regime or in respect of whom additional security measures are applied, shall be ensured the opportunity to use a shower once a week, on Saturdays. [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 12. /invalid/** [Directive of Director of TP No. 1-1/49 of 04.05.17, entry into force 01.10.17]

### **13. Visits and phone calls of the prisoner**

- 13.1.** Short-term visit
- 13.1.1.** Short-term visits have to be registered by the visitor by phone (tel. 750 0839) or electronically (email: kokkusaamine.tartuv@just.ee) or on the basis of an application written by the prisoner (Annex 20) at least eight working days prior to the requested visit. The following month's visits are registered from the 20th day of the month. Registration by phone takes place:
- Tuesday 08.30 AM – 11.30 AM;
  - Wednesday 02.00 PM – 04.00 PM;
  - Thursday 08.30 AM – 11.30 AM;
- [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 13.1.2.** Usually, the times for the short-term visits of prisoners placed in Building S shall be the following:
- Tuesdays, Thursdays and Saturdays at 02.00 PM – 04.00 PM;
  - Wednesdays and Fridays at 9.30 AM – 11.30 AM.
- 13.1.3.** Usually, the times for the short-term visits of prisoners placed in Building E shall be the following:
- Tuesdays, Thursdays, and Saturdays at 09.30 AM – 11.30 AM;
  - Wednesdays and Fridays at 02.00 PM – 04.00 PM.
- [amended by Directive of Director of TP No. 1-1/91 of 07.05.2019, entry into force 07.05.2019]
- 13.1.4.** Upon arrival, the person visiting shall fill in an application form for a short-term visit at least 40 minutes before the beginning of the time designated for the visit. This shall be done at the

- provisional checkpoint. A personal identification document shall also be submitted to the prison official.
- 13.1.5.** For the identification of a child under the age of 8, the parent shall submit the child's birth certificate, a child aged between 8 and 15 shall have a personal identification document with a photo (passport, student ID, ID card etc.) and a child over 15 shall have a personal identification document which corresponds to the documents listed in the Personal Identification Documents Act (e.g. ID card, passport etc.).
- 13.1.6.** The visitor shall give the items prohibited for the prisoner to the prison for keeping during the visit.
- 13.1.7.** During short-term visits not separated by glass, it is prohibited to touch intimate parts, sit on a lap (except a minor sitting on the lap of their parent), engage in sexual intercourse or otherwise satisfy sexual desires or perform any other action that contradicts the generally accepted moral standards of society. Upon violation of the rule, the visit may be terminated by a prison service officer. [Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 13.2. Long-term visits**
- 13.2.1.** Long-term visits shall usually take place in Tartu Prison on the following times:
- Tuesday at 01.15 PM till Wednesday at 02.30 PM;
  - Thursday at 01.15 PM till Friday at 02.30 PM;
  - Saturday at 01.15 PM till Sunday at 02.30 PM.
- [amended by Directive of Director of TP No. 1-1/80 of 27.05.2020]
- 13.2.2.** Requests for long visits (annex 21) can be submitted to the prisoner's contact person from the 20th to 25th day of the month two months before the visit. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 13.2.3.** The person applying for a long-term visit for the first time shall prove with documents the right to a long-term visit arising from clause 25(1) of the Imprisonment Act.
- 13.2.4.** Visitors having arrived for a long-term visit shall submit a valid personal identification document. For the identification of a child under the age of 8, the parent shall submit the child's birth certificate, a child aged between 8 and 15 shall have a personal identification document with a photo (passport, student ID, ID card etc.) and a child over 15 shall have a personal identification document which corresponds to the documents listed in the Personal Identification Documents Act (e.g. ID card, passport etc.).
- 13.2.5.** The price list for the costs of visits is drawn up by the Prison on the basis of the tariffs established with the Regulation of the Minister of Justice. The costs of visiting are deemed to be costs incurred for the use of the premises and for the food and toiletries for the visitor and must be borne by the visitor or the prisoner. The costs of long-term visits are to be paid three working days before the long-term visit to the account of the prison service or by bank card on location. [Directive of Director of TP No. 1-1/30 of 06.03.2023, entry into force 01.04.2023]
- 13.2.5.1** From 01.04.2023, the catering and purchase of foodstuffs for the visitor during a long-term visit will only be carried out by advance order and the visitor must fill in the order form on the website [vangla.ee](http://vangla.ee) 14 days before the long-term visit. The order form must be sent to the e-mail address [tellimused.tartuv@just.ee](mailto:tellimused.tartuv@just.ee), indicating the name of the prisoner who is to be visited in the subject line of the e-mail. If the order for catering and goods has not been placed 14 days prior to the visit and only the use of the premises has been paid for, the visitor will be left without catering during the visit at their own risk. [Directive of Director of TP No. 1-1/30 of 06.03.2023, entry into force 01.04.2023]
- 13.2.6.** If the prisoner wishes to pay the costs of the visit, they shall submit an application to the administrative department for the corresponding amount to be deducted from their internal personal account. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 13.2.7.** If necessary, the prisoner will be subjected to a quick drug intoxication test at the medical department. [Directive of Director of TP No. 1-1/30 of 06.03.2023, entry into force 01.04.2023]
- 13.2.8.** For a long-term visit, the prisoner shall be allowed to take with them toiletries and foodstuffs in an amount they will consume during the visit. The prisoner shall package the toiletries and foodstuffs in the presence of a prison service official in packages issued by the prison. It shall be forbidden to bring items not used up during the visit back to the ward, and these items shall be disposed of in accordance with relevant procedures. [amended by Directive of Director of TP No. 1-1/91 of 07.05.2019, entry into force 07.05.2019]

- 13.3.** /invalid/ [Directive of Director of TP No. 1-1/49 of 04.05.17, entry into force 01.10.17].
- 13.4.** A person, with regard to whom there is doubt that they are intoxicated by alcohol or under the influence of narcotics or psychotropic substances or who is not submitting to the lawful orders of a prison official or uses insulting, threatening, impolite or defaming expressions with regard to a prison official or wishes to take items prohibited in the prison to the visit after having examined the legislation regulating the Internal Rules of the Prison, shall not be allowed to the visit.
- 13.5.** The prison shall be entitled to suspend a visit (except with the defence counsel) if legislation regulating the Internal Rules of the Prison or generally acknowledged moral norms of the society or the security of the prison are endangered during the visit. When coming from a long-term visit, the prisoner shall be forbidden to bring along items or substances, which they did not have when going to the visit.
- 13.6.** The prison retains the right to check the presence and state of the prisoner and the visitor during the visit. As a rule, the presence of the prisoner shall be checked daily during alimentation. For performing the check, the official shall be entitled to enter the visitation room. When accepting food and during the time the check is conducted, the prisoner and the visitor shall be correctly dressed.
- 13.7.** The visit may be ended also before the visitation time ends upon the request of the visitor or the prisoner.
- 13.8.** Phone calls in the closed wards of Building E, during stay in the punishment regime and at the time when security measures are applied. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 13.8.1.** The prison shall provide the prisoners with an option of using a phone at least once a week. [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 13.8.1.1.** As a rule, calls shall be made in the closed wards of Building E from 09.00 AM to 08.00 PM as follows: [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- Tuesdays 1<sup>st</sup> ; 2<sup>nd</sup> and 3<sup>rd</sup> ward and psychiatrics department [amended by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022]
  - Wednesdays 4<sup>th</sup> ward [amended by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022];
  - Thursdays 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ward and psychiatrics department [amended by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022];
  - Fridays 4<sup>th</sup> ward [amended by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022].
- 13.8.1.2.** At the time when the prisoner stays in the punishment cell regime or additional security measures are applied in respect of the prisoner, calling shall be made possible from 09.00 AM to 08.00 PM during the time when the ward is closed according to the daily schedule of the ward: [Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- on Mondays;
  - on Thursdays.

- 13.8.2.** In order to use the opportunity to call, the prisoners shall submit a written application to a prison service officer at the latest during the evening headcount on the day preceding the call. The applications submitted shall be the basis for preparing a call schedule for the next day. For the prison service officer, the time for calling requested by the prisoner shall be advisory and they shall be entitled to change the call schedule in accordance with the prison's possibilities [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 13.8.2.1.** An inspector/contact person may give permission to the prisoner to call a state institution, a local government and its officials, as well as their defence counsel or advocate representative outside the regular calling hours prescribed in the rules of procedure. To do so, the prisoner must submit a reasoned request to a prison service officer. [Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21] [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]
- 13.8.3.** Repealed. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 13.8.4.** The prisoner, whose right of communication has been restricted, shall be obliged to submit an application for the use of the phone at the latest during the evening headcount on the day preceding the call. The application shall include in addition to the prisoner's information also the names and phone numbers of the persons the prisoner wishes to call. The prison service shall verify the submitted data. If the prisoner has submitted an application to call a person they are not entitled to contact, the prison official organising the use of the phone shall explain the reason why the prisoner was refused the possibility of making a call. If the requested phone call is allowed, the prison official organising the use of the phone shall dial the phone number personally.
- 13.8.5.** A prisoner, who has submitted on time a proper application for the use of the phone, shall be enabled to use the phone on the day specified in clause 13.8.1.1 or 13.8.1.2 once for up to 10 minutes. The time for using the phone includes dialling the phone numbers, waiting time and the call. The number of different phone numbers that can be dialled shall not be restricted. [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
- 13.8.6.** The prison official organising the use of the phone shall record the name of the prisoner having used the phone and the time when they got to use the phone.
- 13.9.** In open wards, it shall be allowed to use the phone during times specified in the daily schedule. If the prisoner needs to call a state institution, local government or a defence counsel at another time, they shall submit a reasoned application on the working day preceding the call at the latest. If an open ward is locked, the use of the phone shall be enabled according to the prison's possibilities, but at least once a week. If during the period while an open sector is locked, a prisoner needs to call a state institution, local government institution or a defence counsel, they shall submit a reasoned application to the Inspector-Contact Person. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13] [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 13.9.1.** In order to register phone calls, the prisoner shall be obliged to submit to the prison service in writing on the form of Annex 1<sup>4</sup> of the IRP the data regarding the persons to whom the prisoner wishes to call during the imprisonment in one week as of being accepted in the prison or the enforcement of a criminal conviction. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 13.10.** The prisoners of both the open and closed wards (except the person in custody) shall be, if they are calling a person regarding whom they have not submitted data to the prison service before, obliged to submit the information regarding the use of the phone (Annex 12) a day after using the phone at the latest, and specify:
- the prisoner's first name and surname, ward and cell number, date of birth,
  - first names and surnames of the persons or the names of the institutions where the prisoner called;
  - the phone number the prisoner called;
  - relation to the person/institution the prisoner called;
  - the prisoner's signature. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 13.11.** It is prohibited for the prisoner to share the number and PIN of his prison-issued phonecard with other prisoners and they must not hand their phone to other prisoners while logged in with their credentials or leave the phone logged in. It is also prohibited to use another prisoner's number and PIN, including using the phone without first logging in with the number and PIN for their



personal prison-issued phonecard. [added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

- 13.12.** The maximum time for phone use is technically limited to 60 minutes per day. In the event of a reasonable need to call a counsel, official, family member etc, the prison service officer will extend once the prisoner's time for using the phone. [Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023] [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

#### **14. Short-term prison leave and short-term prison leave under supervision**

##### **14.1. Short-term prison leave**

- 14.1.1.** Processing short-term prison leaves is regulated by section 32 of the Imprisonment Act and sections 78 to 89 of the IRP.
- 14.1.2.** The prisoner (except the person in custody) may apply for a short-term prison leave. An application for a short-term prison leave – prison leave plan (Annex 14) may be submitted once a month, during the first 5 working days of the month preceding the prison leave. The application shall include the main data, the substantial and reasoned prison leave plan for every applied day, the address where the prisoner shall mainly stay, the specific addresses of the persons, companies to be visited, the phone numbers of the persons to be visited. A prison leave plan with deficient data that does not enable the prison to exercise supervision over the movement of the prisoner or the purposefulness of the prison leave may be a basis for not allowing the prisoner on a prison leave.
- 14.1.3.** Records of the short-term prison leave of the prisoner shall be kept according to years of imprisonment (year is calculated as of the beginning of the imprisonment).
- 14.1.4.** In order to receive cash, the prisoner shall submit a written application for reserving money from their personal account and withdrawing it for a short-term prison leave at least three working days before the prison leave takes place. In order to take along a personal identification document or some other important document from the personal file, the prisoner shall submit a written application. The documents and cash applied for shall be given to the prisoner immediately before leaving the prison.
- 14.1.5.** During the prison leave, the prisoner shall be available on the addresses and at the times noted in the prison leave certificate or in the directive allowing the prisoner on a prison leave, which may be checked by the prison service or police officers. The prisoner shall be obliged to regularly give notice of themselves to the Chief Specialist-Duty Officer of the prison on each day of the prison leave at 10.00 AM and 10.00 PM. The prisoner shall be obliged to immediately notify the Chief Specialist-Duty Officer of any extraordinary circumstances, changes in the prison leave plan or location.
- 14.1.6.** During the prison leave, the prisoner shall be prohibited from owning, possessing and consuming alcoholic, narcotic, toxic and psychotropic substances; other restrictions shall be enacted in the directive allowing the prisoner on a prison leave.
- 14.1.7.** If upon returning from the prison leave, the prisoner has cash that they voluntarily surrender to the prison service official, the sum shall be transferred to the prisoner's internal personal account. Withholdings provided in clause 44(2) of the IA shall be made from the sum exceeding the amount taken along on the prison leave.
- 14.1.8.** The prisoner having returned from a short-term prison leave shall be forbidden to take along to the prison any items that they did not take along when going on the prison leave, except for items purchased on the permission of a prison employee. When going on a prison leave, the prisoner shall be allowed to take along personal items (including items prohibited in the prison that are held in the storage), which they do not wish to keep and use in the prison.
- 14.1.9.** The prisoner having returned from the prison leave shall submit a written report regarding the results of the prison leave (Annex 15) to the Inspector-Contact Person in two working days.
- 14.2. Extraordinary short-term prison leave and prison leave under supervision**
- 14.2.1.** When processing the application for an extraordinary short-term prison leave, the general conditions for prison leave shall be implemented with the specifications provided in clause 32(5) of the IA, clauses 79(2), 80(3) and 81(2) of the IRP.
- 14.2.2.** Pursuant to the provisions of the Imprisonment Act, the person in custody can apply only for prison leave under supervision.

- 14.2.3.** For an extraordinary prison leave or prison leave under supervision, the prisoner shall submit a written application to the Inspector-Contact Person, in which they shall note all information necessary for the prison leave/prison leave under supervision and add the necessary documents. For prison leave under supervision, the prisoner shall submit a written consent for bearing the incurred costs. Costs shall be calculated pursuant to the procedure provided in the IRP and the confirmed price list. The foreseeable costs of a short-term prison leave shall be calculated before the leave (Annex 17) [Directive of Director of TP No. 1-1/70 of 06.05.2015]

## **15. Postal items**

### **15.1. Correspondence**

- 15.1.1.** The prisoner's correspondence shall be required to comply with the procedure provided by law. The signature must be given on the correspondence card with a blue ballpoint pen. [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]
- 15.1.2.** Letters sent to the prisoner shall be delivered for the prisoner's signature by the prison employee liable for correspondence.
- 15.1.3.** Delivery of letters having arrived for the prisoners shall take place on nationally established working days and the acceptance of outgoing letters shall take place on the day preceding the nationally established working day. Letters addressed to courts shall be accepted from prisoners on all nationally established working days. [supplemented by Directive of Director of TP No. 1-1/191 of 12.12.2019]
- 15.1.4.** The person liable for correspondence shall deliver letters to the prisoners usually on the day the letter arrives.
- 15.1.5.** The letters of a prisoner on a prison leave or prison leave under supervision or on a long-term visit shall be kept and preserved until the prisoner returns to the prison or until the long-term visit ends.
- 15.1.6.** If upon the arrival of the letter, the prisoner is no longer at the prison, the letter shall be forwarded to the custodial institution they are at. If the person is no longer at a custodial institution, the letter shall be returned to the sender.
- 15.1.7.** Repealed. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 15.1.8.** The Contact Person shall introduce to the prisoner the procedure of submitting a challenge addressed to the Ministry of Justice or the Director of the Prison and the procedure of translating a foreign language challenge addressed to the Ministry of Justice, or a foreign language challenge submitted to the prison, or an application for the compensation for damages.
- 15.1.9.** The prisoner shall give the inquiries addressed to the prison to the official of the unit. Generally, the inquiries shall be accepted twice a week. The specific organisation of the work regarding accepting inquiries shall be decided individually by each unit and the prisoners of the unit shall be informed of this order of work." [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017].
- 15.1.10.** The prisoner shall be allowed one envelope per every letter sent at the prison's expense per every workday. Letters sent to the Chancellor of Justice, to prisons, to the Office of the President, the prosecutor, the investigator or the court shall be sent at the prison's expense. Letters to persons not noted in the list above shall be sent at the prisoner's expense.
- 15.1.11.** The envelope shall be given to the prisoner immediately before submitting the letter to the prison official for sending. The prisoner shall place the letter in the envelope and close it in the presence of a prison official, write the name of the addressee on the envelope and give it immediately to the prison official for posting. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 15.1.12.** Prisoners who have had less than 15 euros on their internal personal account within the last six months and who have not been provided work by the prison are allowed to receive one A4 sheet of white writing paper on every work day for every letter sent at the cost of the prison. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 15.1.13.** Paper shall not be issued to the prisoner (except the person in custody) who has refused to work, regardless of the lack of money on their internal personal account.

### **15.2. Package for the person in custody**

- 15.2.1.** For persons held in custody, parcels will be accepted from Tue to Sat from 11:30 to 13:30, except on public holidays. Usually, parcels are brought from the post office on Tuesdays on the basis of the receipts of parcels. [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

- 15.2.2.** The person having personally delivered a package shall submit along with the package a standard-format application prepared with the help of a prison service official. The official having accepted the package shall verify the personal data on the basis of a personal identification document, the weight and content of the package. Then, the official shall confirm with their signature that they have received the package and shall return one copy of the application to the person who delivered the package.
- 15.2.3.** The packages that have arrived shall be forwarded to the storage room for the personal items of the prisoners, where the receipt of the package shall be registered in the register of prisoners. The package shall be opened and forwarded to the prisoner within the time as of its arrival in the prison specified in clause 50(1) of the IRP. Items, which must be registered in the common list, shall be entered in the common list by the prison service official.
- 15.3. Ordering periodicals** [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 15.3.1.** The prisoner shall submit an application for subscribing to a newspaper, magazine, or other periodicals (hereinafter publication) out of their personal funds. The prisoner shall indicate on the application the name of the publication they wish to subscribe to, the period of subscription, and payment information. In case payment is made from the prisoner's internal personal account, then the application must include consent for the required sum to be withheld from their personal account. If a person outside the prison pays for the subscription to a publication, the prisoner shall mark in the application that the payment is performed from outside the prison. If the subscription to a publication is paid for from outside the prison, the prisoner shall organise the ordering of the subscription themselves. The subscription to a publication paid for from outside the prison must include the number of the mailbox appointed by the prison which shall be given to the prisoner by the prison service official who handled application for a subscription to a newspaper, magazine, or other periodicals. In the case of a subscription to a periodical paid for from outside the prison, the prison does not engage in re-registration of prison publications, determining the reasons for the publication not arriving to the prison, or solving other issues related to the subscribed publication. Re-registration of a subscription to a publication paid for from outside the prison must be arranged by the prisoner who is released or transferred to another prison within one month of the moment they are released or transferred. The prison stores the newspapers and magazines that arrive for the prisoner for one month after the prisoner is released or transferred to another prison, after which time the publications shall be destroyed. When a subscription to a publication is paid for from the prisoner's internal personal account, the subscription to the publication and its arrival to the prison is arranged by the prison [amended by Directive of Director of TP No. 1-1/47 of 04.03.2016] [Directive of Director of TP No. 1-1/195 of 19.12.2018, entry into force 01.01.2019]
- 15.3.2.** Newspapers and/or magazines subscribed to shall be delivered from the mailbox to the prisoner by a prison employee. [Directive of Director of TP No. 1-1/195 of 19.12.2018, entry into force 01.01.2019]
- 15.3.3.** *Invalid* [Directive of Director of TP No. 1-1/47 of 04.03.2016]
- 15.3.4.** In case of paying from personal funds outside the prison, the prison shall not be held accountable for the timely arrival of the subscribed publication at the prison.
- 15.3.5.** For the period of the subscription, the prison shall appoint a personal publication mailbox in the checkpoint of the prison for every prisoner who has submitted an application for a publication subscription. When the subscription ends, the prisoner shall lose the right to the publication mailbox. The prisoner shall also lose the right to the publication mailbox if no publications have arrived there within one month (this time may be extended to three months depending on the publication subscribed to). [Directive of Director of TP No. 1-1/195 of 19.12.2018, entry into force 01.01.2019]

## **16. Purchases of the prisoner**

- 16.1.** As a rule, the prisoner can make purchases twice a month, but at least once a month, in the amount permitted in clause 48(1<sup>1</sup>) of the IA.
- 16.2.** Prisoners placed in Building E shall usually make purchases every other Tuesday, Wednesday and Thursday from 8.45 AM to 08.00 PM and prisoners placed in Building S shall usually make purchases every other Thursday and Friday and on Saturdays if necessary from 8.45 AM to 08.00 pursuant to the previously submitted order forms via delivery of goods. [Directive No 1-1/16 of 04 February 2022]

- 16.3.** The store shall put together the goods pursuant to the orders received from prisoners (Annex 11). Upon delivery, the store employee shall verify the prisoner's identity. Upon delivering the goods, the prisoner's signature shall be taken on the purchase invoice regarding the receipt of the goods. One copy of the purchase invoice shall remain with the prisoner (buyer) and the other one with the store (seller).
- 16.4.** The prisoner shall be obliged to purchase the ordered goods in the quantity noted in the order, but not in larger quantities than the limits on goods currently enacted with the directive of the Director or established by legislation. If the prisoner refuses to accept foodstuffs, the cost of the goods shall be withheld from the internal personal account of the prisoner. Complaints regarding the quality and quantity of the goods shall be submitted immediately after the receipt of the goods.
- 16.5.** The person in custody, whose disciplinary punishment includes that they be deprived of the right of supplementary alimentation purchased out of their personal funds, may purchase only goods that cannot be classified as foodstuffs.
- 16.6.** In order to purchase the following items from the store, the prisoner shall submit a written application (Annex 10) [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13; Directive of Director of TP No. 1-1/56 of 09.04.14, Directive of Director of TP No. 1-1/71 of 01.04.2019, entry into force 01.04.2019]
- watch battery
  - wrist watch
  - shoes
  - shoe laces
  - board game
  - clothing
  - /invalid/ [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]
  - shaver
  - water kettle
  - TV-set
  - antenna cable
  - rosary
  - pocket calculator
  - water filtering jug and filter
  - epilator (for female prisoners) [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
  - prosthetic adhesive [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
  - contact lens fluid. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.7.** Electronic recreational devices purchased via the prison store shall be available to the prisoner from the storage room of personal items upon submitting an application and after the prison's security stickers certifying that the device has been checked have been attached by the prison.
- 16.8.** Prisoners in the punishment cell may purchase via the store only such items that have been listed in section 60 of the IRP and belong to the assortment of the store.
- 16.9.** Within one store visit, a prisoner shall be allowed to make purchases in the following maximum quantities [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 01.09.13]:
- |  |        |
|--|--------|
| <b>16.9.1.</b> halva, candy, chocolate in total        | 1.5 kg |
| <b>16.9.2.</b> confectionery products in total         | 1 kg   |
| <b>16.9.3.</b> coffee, cocoa, tea in total             | 1 kg   |
| <b>16.9.4.</b> mineral water and soft drinks, in total | 3 l    |
- [Directive of Director of TP No. 1-1/134 of 28.09.15, entry into force 01.10.15] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.9.4.1** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

<b>16.9.5.</b>	dehydrated soup, broth and instant noodles in total	15	packages
	[amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.6.</b>	meat products, including pâté in total	2	kg
<b>16.9.7.</b>	fish and fish products in total	1	kg
<b>16.9.8.</b>	dairy products (including condensed milk) in total	3.5	kg
	[amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.9.</b>	[invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.10.</b>	cheese (including processed cheese) in total	1	kg
	[Directive of Director of TP No. 1-1/134 of 28.09.15, entry into force 01.10.15] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.11.</b>	preserves in plastic packaging (chocolate crème, honey) in total	1	kg
<b>16.9.12.</b>	mustard, ketchup, mayonnaise in total	1	kg
<b>16.9.13.</b>	salt, pepper and artificial sweetener in total	0.5	kg
<b>16.9.14.</b>	fruit and vegetables in total	5	kg
	[amended by Directive of Director of TP No. 1-1/40 of 28.03.17, entry into force 01.04.17]		
<b>16.9.15.</b>	dark and white bread in total	1	kg
<b>16.9.16.</b>	fatty substances (butter, margarine, oil) in total	1	kg
<b>16.9.17.</b>	dry foods in total	1	kg
	[Directive of Director of TP No. 1-1/134 of 28.09.15, entry into force 01.10.15] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.18.</b>	/invalid/ [Directive of Director of TP No. 1-1/49 of 04.05.17, entry into force 01.10.17]		
<b>16.9.19.</b>	underwear	2	pairs
<b>16.9.20.</b>	T-shirt	3	pcs
	[amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.21.</b>	thermal underwear	1	set
<b>16.9.22.</b>	socks	5	pairs
<b>16.9.23.</b>	gloves	1	pair
<b>16.9.24.</b>	paper tissues	6	small packages
<b>16.9.25.</b>	sweat suit	1	set
<b>16.9.26.</b>	shoes	1	pair
<b>16.9.27.</b>	plastic knife, spoon, fork up to	5	pcs each
	[Directive of Director of TP No. 1-1/134 of 28.09.15, entry into force 01.10.15]		
<b>16.9.28.</b>	set of razors, mechanical or electrical shaver (total), mechanical or electric epilator (for female prisoners)	1	pc
	[amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.29.</b>	shower gel, toothbrush, toothpaste, cream, shampoo, conditioner, alcohol-free deodorant, shaving cream [amended by Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]	1	pc each
<b>16.9.30.</b>	toilet soap	2	pcs
<b>16.9.31.</b>	washing powder, dishwashing liquid	1	pc each
<b>16.9.32.</b>	limescale remover (as tablets)	4	tablets
<b>16.9.33.</b>	dishwashing sponges	5	pcs
<b>16.9.34.</b>	comb [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017]	1	pc
<b>16.9.35.</b>	toilet paper	6	rolls
	[amended by Directive of Director of TP No. 1-1/80 of 27.05.2020] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.36.</b>	chess, checkers, nard, domino	1	set of each game
<b>16.9.37.</b>	wrist watch	1	pc
<b>16.9.38.</b>	stamps, envelopes	20	pcs each
<b>16.9.39.</b>	A4 paper	1	package
<b>16.9.40.</b>	writing pad	1	pc
<b>16.9.41.</b>	notebook	3	pcs
<b>16.9.42.</b>	blue ballpoint pen — 2 pcs., colored pencils — 12 pcs., pencil without an eraser — 4 pcs., eraser — 1 pc [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.43.</b>	water boiler with the capacity of up to 1,2kW	1	pc
	[amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]		
<b>16.9.44.</b>	TV-set (with a diagonal of up to 24")	1	pc
	[amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017] [amended by Directive of Director of TP No. 1-1/80 of 27.05.2020]		

- 16.9.45.** AA batteries, AAA batteries 2 pcs
- 16.9.46.** [repealed, Directive of Director of TP No. 1-1/71 of 01.04.2019, entry into force 01.04.2019]
- 16.9.47.** pencil sharpener 1 pc
- 16.9.48.** document folder 1 pc
- 16.9.49.** cleaning cloth 1 pc
- 16.9.50.** plastic container 1 pc
- 16.9.51.** soap box 1 pc
- 16.9.52.** toothbrush container 1 pc
- 16.9.53.** water filtering pitcher and filter 1 pc
- 16.9.54.** broom and dustpan 1 set
- 16.9.55.** nail clipper [amended by Directive of Director of TP No. 1-1/114 of 20.09.2017, entry into force 20.09.2017] 2 pcs
- 16.9.56.** sanitary towels and/or tampons (only the female prisoners shall be allowed to buy) [supplemented by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17] 2 packages
- 16.9.57.** pantyliners (only the female prisoners shall be allowed to buy) [supplemented by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17] 1 package
- 16.9.58.** hair dye (only the female prisoners shall be allowed to buy) [supplemented by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17] 1 package
- 16.9.59.** mascara (only the female prisoners shall be allowed to buy) [supplemented by Directive of Director of TP No. 1-1/139 of 30.10.17, entry into force 01.11.17] 1 pc
- 16.9.60** prosthetic adhesive 1 pc.....  
[added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.9.61** contact lens fluid 1 pc  
[added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.9.62** shoe care product and a brush, 1 of each  
[added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.9.63** Post card 5 pc  
[added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.9.64** sleeping mask 1 pc  
[added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.9.65** Vitamin D (oral drops) 1 pc  
[added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.10.** The prison service official shall check the quantities of goods noted on the order form. If the quantity noted exceeds the limit, appropriate deductions from the quantity of the goods shall be made and a correction made on the order form.
- 16.11. Procedure for reserving the money of the prisoners**
- 16.11.1.** For the purchases from the store, the money of the prisoners in Building S shall be reserved on the Thursday of every second week at 02.00 PM and in Building E on the Tuesday of every second week at 01.00 PM. [Directive No 1-1/16 of 04 February 2022]
- 16.11.2.** Accordingly when money is reserved – on Thursday in Building S and on Tuesday in Building E respectively — the store order forms shall be issued by the Guards to the prisoners at 03.00 PM. Order forms shall not be issued to prisoners, the balance of whose free-use account is less than 0.06 euros.[ Directive No 1-1/16 of 04 February 2022]
- 16.11.3.** The order form shall be filled in correctly. The names of the goods shall be listed according to the price list. Corrections in the cost of the goods and in the calculation of the total of the order should be avoided. Specifying the total on the order form shall be obligatory. The prisoner shall confirm the order with their signature. Order forms that have been incorrectly filled in and not submitted on time shall not be accepted by the Guard. The Guard shall inform the administrative department officer, who shall cancel the reservation. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.11.4.** S-building order sheets will be returned by guards on Fridays of odd-numbered weeks by 10:00 at the latest and E-building order sheets will be given to an administrative department officer on Wednesdays of even-numbered weeks by 10:00 (room A 330). [Directive No 1-1/16 of 04 February 2022] [by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.11.5.** The administrative department officer who has received the commissary orders will compare the amounts of reserved and ordered goods. If these differ, the initial reservation shall be cancelled and the sum of the total noted by the prisoner shall be reserved. Also, the reservations of those prisoners who do not submit an order form and do not make purchases from the store shall be

- cancelled. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 16.11.6.** In Building S, ordered goods shall usually be delivered on Thursdays and Fridays and on Saturdays if necessary of every even numbered week and in Building E on Tuesdays, Wednesdays and Thursdays of the following (odd numbered) week. [Directive No 1-1/16 of 04 February 2022]
- 16.11.7.** The employees of the store shall take into account the amount which the prisoner has written as the total on the order form. If the total amount noted by the prisoner is smaller than the actual cost of the goods, the employees of the store shall not satisfy a part of the order, beginning from the end of the list of goods written on the order form.
- 16.12.** [Directive of Director of TP No. 1-1/191 of 12.12.2019]: [Invalid by Directive of Director of TP No. 1-1/99 of 01.12.2023, entry into force 01.12.2023]
- 16.13.** A prisoner can return deposit packaging to the store only if they have purchased it themselves via the prison store beforehand. Deposit packaging can be returned to the extent of the quantity permitted to keep in the cell. [Directive of Director of TP No. 1-1/53 of 27.04.21, entry into force 27.04.21]

**17. The prisoner's employment, studies and participation in social programmes** [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**17.1. The prisoner's employment**

- 17.1.1.** Appointing a prisoner to work shall be based on the provisions of the IA. Usually the prisoner shall initially be appointed to maintenance work and when a work habit has developed and trust has been created, the prisoner shall be appointed to work at a plant, if it is possible.
- 17.1.2.** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.1.3.** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.1.4.** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.1.5.** Prisoners shall go to work and come from work usually at the times noted in the daily schedule or pursuant to the work schedule.
- 17.1.6.** Prisoners working in living quarters are only allowed to take with them items required for their work. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.1.7.** Other working prisoners shall be allowed to additionally take along to work toiletries for their own use if there are washing facilities at the workplace. Bringing back items taken along from the workplace shall be prohibited (except for the clothes worn, an extra change of clothes (1 pair of socks, underpants), and working clothes requiring washing and having been listed in the common list of the prisoner's personal items).
- 17.1.8.** A tool in the use of a prisoner shall be marked. If the tool has gone missing, has been damaged or is broken, the prisoner shall notify the employee liable for the corresponding task. The prisoner shall be prohibited from taking along from the workplace or object tools and other devices provided for performing work duties.
- 17.1.9.** [invalid by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022].
- 17.1.10.** Prisoners shall go to work and come back only as escorted by a prison official through the door leading to the work ward, where all prisoners shall be searched by a prison official.
- 17.1.11.** Prisoners shall be prohibited to enter work rooms and exit work rooms independently without permission. [Directive of Director of TP No. 1-1/119 of 02.08.13, entry into force 05.08.13]
- 17.1.12.** Prisoners doing maintenance work shall move on the territory in concordance with the nature of the work, usually as escorted by a prison official.
- 17.1.13.** Records concerning working time shall be kept by the Specialist of the administrative department in cooperation with the Supervision Department and the unit officials, who shall communicate necessary data regarding the times when the prisoners are taken to work and brought back. AS Vanglatööstus shall keep records of working time independently. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.1.14.** This chapter shall apply also to prisoners on practical training.
- 17.1.15.** The prisoner shall be obliged to immediately notify of losing or finding a tool, finding an item not belonging to them or prohibited in the prison and to surrender it to an employee exercising supervision.

**17.1.16.** The prisoner must follow work healthcare, work safety and fire safety requirements when working. [added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

## **17.2. Studying options at the prison**

**17.2.1.** The prison shall direct prisoners to acquire education and study the official language pursuant to their individual treatment programme and shall ensure that prisoners under the school-leaving age can acquire basic education. Upon beginning of studies, the prisoner is introduced, against signature, the internal rules of the school, establishing the procedure for entry into and exclusion from the school, as well as the rights and obligations of a student during the course of study. The established rules also apply during the carrying out of in-service training at AS Eesti Vanglatööstus. [Directive of Director of TP No. 1-1/63 of 20.04.2015]

**17.2.2.** Lessons at the vocational and general education school of the prison, also lessons for prisoners learning Estonian, shall take place in rooms specified in the timetable. During lessons, the prisoners shall be prohibited from leaving school and practical training rooms. Also, the prisoners shall be prohibited from disturbing the lesson and other prisoners or from leaving the lesson without the permission of the teacher or a prison official. The teacher or prison official shall be entitled to remove a prisoner who is disturbing the lesson from the classroom. Removal from the classroom shall be deemed equal to being absent without a good reason.

**17.2.3.** Repealed. [Directive of Director of TP No. 1-1/63 of 20.04.2015]

**17.2.4.** Prisoners shall be prohibited, in general, from acquiring items, products etc. prepared in the course of the studies. Relatives of the prisoner may purchase the item that the prisoner has prepared as a final project of in-service training through and according to the price list of Tartu Vocational College that carries out the study work. [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**17.2.5.** If a student is regularly absent from classes without valid reason, a proposal to remove the student from the list of students will be submitted to the school and their activities regarding obtaining an education in their individual treatment plan (hereinafter ITP) will be considered unfulfilled due to lack of motivation. The prisoner can apply to a school again in the next academic year. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**17.2.6.** When being held in the punishment cell, the prisoner shall continue participating in auditory studies. [Directive of Director of TP No. 1-1/63 of 20.04.2015]

**17.2.7.** When additional security measures are applied pursuant to section 69 of the Imprisonment Act, the participation of the prisoner is interrupted pursuant to the provisions of section 101 of the Internal Rules of the Prison, and shall continue only for the completion of assessments/examinations at the permission of the head of unit, in case handcuffs and/or legcuffs are not implemented as means of restraint of the prisoner as an additional security measure during internal escort. [Directive of Director of TP No. 1-1/63 of 20.04.2015]

### **17.2.8. Acquiring general education**

**17.2.8.1.** Acquiring basic and upper secondary school education shall be provided by Tartu Upper Secondary School for Adults (Tartu Täiskasvanute Gümnaasium), acquiring basic education under simplified curriculum shall be provided by Tartu Kroonuaia School (Tartu Kroonuaia Kool).

**17.2.8.2.** At Tartu Upper Secondary School for Adults, lessons shall take place on the basic school level both in Estonian and Russian, on the upper secondary school level the lessons shall be in Estonian. The lessons at Tartu Kroonuaia School shall be in Estonian. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**17.2.8.3.** Education shall be acquired in lessons during the times specified in the daily schedule and in accordance with a timetable.

**17.2.8.4.** In order to acquire general education, the prisoner whose ITP prescribes studies shall turn to their Contact Person and submit the required documents, and the Contact Person shall register the prisoner among candidates to the school.

### **17.2.9. Acquiring vocational education**

**17.2.9.1.** Acquiring vocational education shall be enabled by Tartu Vocational College (Tartu Rakenduslik Kolledž). [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**17.2.9.2.** Vocational training lessons and practical training shall take place at Tartu Prison during the times specified in the daily schedule of the prison and in accordance with a timetable.



- 17.2.9.3. Lessons shall be held in Estonian. Prisoners whose official language level is at least B1 shall be accepted to vocational training.
- 17.2.9.4. In order to acquire vocational education, the prisoner whose ITP prescribes studies shall turn to their Contact Person and submit the required documents, and the Contact Person shall register the prisoner among candidates to the school.

**17.2.10. Official language studies**

- 17.2.10.1. Convicted persons whose sentence after enforcement is at least one year and whose mother tongue is not Estonian shall be tested by the prison's organiser of official language studies and the prisoner's level of Estonian shall be specified.
- 17.2.10.2. The prisoner shall be registered for the official language studies by the teacher of the official language via the Inspector-Contact Person pursuant to the aforementioned test result.
- 17.2.10.3. Paying a fee to the prisoner for studying the official language shall take place pursuant to the Regulation of the Government of the Republic No.182 of 28 June 2007 *Rates of Paying a Fee to the Prisoner for Studying and the Procedure of Calculating and Paying the Fee*.
- 17.2.10.4. Pursuant to the Regulation of the Government of the Republic No.182 of 28 June 2007 *Rates of Paying a Fee to the Prisoner for Studying and the Procedure of Calculating and Paying the Fee*, working during school hours shall not be considered as being absent for a good reason.
- 17.2.10.5. Pursuant to the Regulation of the Government of the Republic No.182 of 28 June 2007 *Rates of Paying a Fee to the Prisoner for Studying and the Procedure of Calculating and Paying the Fee*, the accepted reasons for being absent include participation in a social programme or a religious event on the condition that the prisoner performs the assignments given by the teacher during the lesson independently.
- 17.2.10.6. The prisoner, for whom the ITP has not been prepared, can get information about the options for studying the official language from the Inspector-Contact Person, if the prisoner wishes to do so.

**17.3. Special requirements for prisoners working/studying outside the prison territory**

**17.3.1. The prisoner shall be obliged to:**

- 17.3.1.1. move on the route between the place of work or study and the prison without deviations and stopping, unless the prison has ordered otherwise;
- 17.3.1.2. execute the lawful orders of the employer or teacher;
- 17.3.1.3. comply with occupational safety requirements, including using protective equipment and working only with the devices that are in working order and comply with safety requirements;
- 17.3.1.4. notify the management of the prison as soon as possible of factors endangering the security of the prison or the security, life or health of prisoners working or studying outside the territory.

**17.3.2. The prisoner shall be allowed to take along to work or to an educational institution:**

- 17.3.2.1. seasonal clothing and shoes and working clothes;
- 17.3.2.2. foodstuffs issued by the prison.

**17.3.3. The prisoner shall be prohibited from:**

- 17.3.3.1. when returning to the prison from work or an educational institution, bringing along items that they did not have with them when going to work or school;
- 17.3.3.2. keeping, owning, acquiring, preparing, using, and passing on items at work or the place of study that are not permitted in the prison, if this has not been coordinated with the prison beforehand;
- 17.3.3.3. communicating with third persons when moving between the workplace or school and their ward, except for prison employees and persons employed by the employer or educational institution;
- 17.3.3.4. being involved in irrelevant activities at the place of work or study;
- 17.3.3.5. establishing relationships not related to work (or studies) with other employees (students, teachers).

**17.3.4. clause 17.3 shall not be applied to the person in custody.**

**17.4. Repealed [Directive of Director of TP No. 1-1/63 of 20.04.2015]**

**17.5. The prisoner's participation in social programmes [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]**

- 17.5.1. Social programmes will be announced to prisoners by an inspector-contact person who will motivate prisoners to participate in the social programmes established in their ITP. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

- 17.5.2.** For participation in a social programme, the inspector-contact person will submit the necessary information to a rehabilitation officer who will register the prisoner in the programme. Prisoners will be notified about the times of the events of the programme by a rehabilitation officer. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.5.3.** To pass a social programme, the prisoner must participate in the programme on the conditions established by the organiser. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022]
- 17.5.4.** Upon a possible disciplinary violation or a violation of rules agreed upon for individual or group work, an employee of the Rehabilitation Department or prison shall be entitled to suspend or terminate the prisoner's participation in the activity. Upon the removal of the prisoner from the programme, the activity prescribed in the ITP shall be deemed as not passed on the initiative of the prisoner due to their lack of motivation. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.5.5.** Prisoners who have not been given an ITP can get information about participating in social programmes from the inspector-contact person. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.6.** The prisoner shall be obliged to work, participate in studies and/or social programmes in a conscientious manner. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 17.7.** The prison shall provide the person in custody with opportunities to participate in social programmes and support groups as is possible, considering the needs of the person in custody and the recommendation of the Contact Person.
- 18. Recreational activities, sports, using the library and other options for spending free time**  
[amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 18.1.** Recreational activities are available based on the existing conditions and the capabilities of the prison (rooms, materials). Taking tools and materials out of recreation rooms is forbidden. Handicrafts, music or other recreational activities are activities that support risk-reducing activities established in the prisoner's ITP. The prisoner (except persons held in custody) will verbally contact their inspector-contact person with their wish to participate in recreational activities. The inspector-contact person will electronically forward the request with their personal opinion and assessment of the prisoner's behaviour to the recreational officer of the rehabilitation department. [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 18.1.1** The prisoner shall be allowed to store one work created as a result of recreational activities during imprisonment in the Storage or send it out of the prison on the condition that the prisoner covers the expenses of the material used in creating the work. If the prisoner sends the work out of the prison, the prisoner also covers the expenses of the delivery. [amended by Directive of Director of TP No. 1-1/14 of 20.09.2017, entry into force 20.09.2017]
- 18.2.** Using the sports hall
- 18.2.1.** Visiting the gym and sports field is done based on the gym and sports field schedule. The schedule can be found on bulletin boards of open wards. [Directive of Director of TP No. 1-1/63 of 20.04.2015] [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 18.2.2.** Prisoners shall be obliged to get acquainted with and adhere to the rules of visiting the sports hall. The rules shall be displayed on the message boards of the wards and the sports building.
- 18.2.3.** All equipment in the sports hall shall be used purposefully and prudently. If sporting equipment is broken, breaks or something else happens, the Duty Officer of the prison shall be notified immediately.
- 18.2.4.** If the prisoners are given a ward-based option of choosing between the sports hall and sports court, the prisoner may choose whether they wish to go to the sports hall or sports court. After making the choice, the prisoner shall not be allowed to the other facility.
- 18.2.5.** Tartu Prison shall not be liable for injuries, traumas and other damage to health that has occurred when sporting without adhering to safety rules. Upon injuries, traumas and other damage to health, a prison employee shall be notified immediately.
- 18.2.6.** clause 18.2 shall not be applied to the person in custody.

- 18.2.7.** Prisoners can take one bottle of water to the gym or sports field. Prisoners must not pour the remaining water out onto the ground when in the gym or sports field or leaving it. [added Directive on Director on TP No 1-1/115 of 16.09.2021]
- 18.3.** Using the library [amended by Directive of Director of TP No. 1-1/191 of 12.12.2019, entry into force 01.01.2020]
- 18.3.1.** Prisoners in both open and closed wards shall be allowed to read documents provided by the prison. In addition, prisoners can borrow documents for study and religious activities performed in prison.
- 18.3.2.** Books intended for reading in open wards are kept on shelves in the common area of the ward. Upon transfer from an open ward to another ward or leaving the prison, the prisoner must reshelve all the books they have borrowed for reading. Books intended for reading in open wards are rotated at least once every six months, of which prisoners are notified at least one month in advance. Books borrowed from the shelves by prisoners must be returned by the time of rotation. Prisoners may have a total of five personal and prison books in their chamber. School-issued study materials are not counted as part of the five books [amended by Directive No. 1-1/4 of 12.01.2021] [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023] [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023].
- 18.3.3.** Books intended for reading in the closed wards of unit III can be borrowed and returned by prisoners once per month. Prisoners may borrow up to 10 books at a time. Books intended for reading in closed wards are rotated at least twice per year. Upon transfer from a closed unit, except to another closed ward of unit III, prisoners must return all borrowed books to the prison officer carrying out the transfer. Books borrowed for studies may be taken with prisoners upon transfer to an open ward. [amended by Directive No. 1-1/4 of 12.01.2021, amended by Directive No. 1-1/31 of 24.03.2021, amended by Directive No. 1-1/29 of 21.03.2022, entry into force 30.03.2022] [amended by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023].
- 18.3.4.** Prisoners who are studying are given priority when borrowing books from the library. Books are borrowed as needed but not for longer than the end of the course or academic year. Borrowing of books related to learning the official state language is organised by the organiser of official state language studies, the borrowing of books related to other studies is organised by the education manager. Surplus books or books that are in low demand can also be borrowed by prisoners who are not involved in studies. Books can be borrowed for no longer than three months from the date of borrowing. Prisoners can borrow up to 5 (five) books from the library. Books are borrowed based on a request. The request must be submitted by the 15th of every month and the books are loaned within 7 days after the 15th. [amended by Directive of Director of TP No. 1-1/104 of 27.08.2020] [supplemented by Directive No. 1-1/4 of 12.01.2021] [amended by Directive of Director of TP No 1-1/109 of 27.08.2021]
- 18.3.5.** The prisoner shall be prohibited, whatever the objective, from giving documents lent to them to other prisoners. They shall also be prohibited from using library documents borrowed by other prisoners.
- 18.3.6.** Lending documents related to religious activities shall be managed by the senior chaplain in the chapel.
- 18.3.7.** When losing a document or rendering a document unusable, the prisoner must pay compensation in the amount corresponding to the value of the document. When damaging the bar code on a document, the cost of the bar code replacement shall be compensated to the prison in the amount of €1.60.
- 18.3.8.** The library shall be entitled to refuse to lend documents to a prisoner if the prisoner has systematically not returned documents on time, the returned documents have been damaged or if the documents have not been returned because they have been lost. Documents can be borrowed again after the cost caused by damaging or losing the documents has been compensated.

## **19. Satisfying the prisoner's religious needs**

- 19.1.** The prison shall provide the prisoners in Building S and Building E with the possibility of participating in a religious service at the prison's chapel in accordance with their religious affiliation. In religious and pastoral matters the prisoner shall turn to the Chaplain of the Prison via the Contact Person.

- 19.2.** Religious ceremonies or other religious events shall be organised by the Chaplain.
- 19.2.1.** The prison shall provide the prisoners with the possibility of participating in a religious service at the prison's chapel in accordance with their religious affiliation. Religious ceremonies (confession, communion, christening, wedding, anointing) shall usually be conducted at the prison's chapel. In extraordinary cases, religious ceremonies may be conducted at the prisoner's cell, interview room or some other appropriate room.
- 19.2.2.** Participation in a service or other religious event shall be voluntary for the prisoner.
- 19.2.3.** Participation in a service or other religious event (Bible lesson, confirmation lesson, religious group discussions) at the chapel shall be possible for only those prisoners who have been entered in the corresponding list. Entering a prisoner to the list of persons participating in religious activities shall be done pursuant to the prisoner's request, which shall be submitted via the Inspector-Contact Person to the Chaplain of the Prison.
- 19.2.4.** Prisoners shall be prohibited from being involved in irrelevant activities at the chapel. If the prisoner does not follow the rules of conduct enforced at the chapel and disrupts the activities, the Chaplain shall be allowed to suspend or terminate the prisoner's participation in religious events.
- 19.2.5.** Clause 19.2 shall not be applied to the person in custody.
- 19.3.** The prisoner shall have the possibility of meeting with the Chaplain individually by submitting a request to the Chaplain via the Contact Person.
- 19.4.** Every prisoner, regardless of their religious affiliation, shall have the possibility of meeting with a representative of their religion, as is possible.
- 19.5.** The prisoner shall have the option of applying for religious insignia via the Chaplain. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 19.5.1 Cross necklace** - no more than 5 cm in height, no more than 5 cm in width, no more than 0,5 cm in thickness, no more than 65 cm in total length of the neckband. [amended by Directive of Director of TP No. 1-1/57 of 02.06.2022, entry into force 10.06.2022]
- 19.5.2 Medallion** – the diameter cannot be more than 3 cm,
- 19.5.3 Icons** – the width cannot be more than 15 cm, height more than 20 cm and thickness more than 2 cm. For security purposes, a holy picture shall be simple in form, without a frame or chest, uniform (in one piece) without internal cavities. Holy pictures or icons that include glass, metal or textile, are not allowed.
- 19.5.4 Crucifixes** – the height cannot be more than 20 cm. Crucifixes installed on walls (without a table stand) are forbidden. Crucifixes made of any other material than wood are forbidden (the crucified may be made of metal).
- 19.5.5 Deities** – the height cannot be more than 10 cm and the diameter more than 5 cm.
- 19.5.6 Prayer rug** – the maximum size 50 x 100 cm, there cannot be a compass attached to the carpet.
- 19.5.7 Prayer beads** – they may be made of wood, plastic or textile. The diameter of beads cannot be more than 1 cm. Beads shaped as skulls are not appropriate in the prison context.
- 19.6.** It shall not be appropriate nor allowed for the prisoner to use rosary when being involved in studies, working, participating in a social programme or at an interview with a prison employee.
- 19.7.** The prisoner in the punishment cell shall have the option of receiving scripture of their affiliated religion from the Chaplain.
- 19.8.** A religious marriage ceremony of the prisoner shall take place in the rooms of the prison and the prisoner shall submit an application for this to the Chaplain. A notary performs a secular marriage ceremony. [Directive of Director of TP No. 1-1/63 of 20.04.2015]

## **20. Medical services to the prisoner**

- 20.1.** Medical services shall be organised by the Medical Department in concordance with the legislation regulating the provision of health care services. Employees of the Medical Department work under an approved schedule for 24 hours a day.
- 20.2.** First contact outpatient general and specialised medical care shall be provided for the prisoners at the prison as is possible and also inpatient psychiatric and nursing care shall be provided. If there are no necessary means, prisoners shall be routinely directed to the nearest general treatment institution, with which a contract for the provision of health care services has been concluded.
- 20.3.** Outpatient reception of patients shall take place under a pre-registration waiting list. A prisoner shall notify the prison official of their ward of the need for a consultation or medical care by an employee of the Medical Department. The prison official shall register the prisoner for a consultation electronically. An employee of the Medical Department shall respond electronically as soon as possible, but not later than in 5 working days. [Directive of Director of TP No. 1-1/63 of 20.04.2015]
- 20.4.** The medical worker on-call shall be immediately notified of the need for emergency care.
- 20.5.** During off-hours, days off and national holidays, only emergency medical care shall be provided to prisoners.
- 20.6.** A prisoner, who turns to the Medical Department for health care services, shall be obliged to give truthful information regarding their health to the provider of the health care service and to disclose to their best understanding all circumstances necessary for the provision of the health care service and to provide assistance as is needed by the health care provider for providing the health care service.
- 20.7.** Medication shall be issued to prisoners by the Guards of the Ward at the times prescribed by the prison. Prisoners are obliged to pick up a mug of water and administer medicines immediately in the presence of a prison officer, open their mouths properly so the officer can verify the administration, move their tongues if necessary, move their lips with their hands to expose the gums etc. If the prisoner refuses to take the medication, the Guard shall communicate the information to the Medical Department, who shall decide on the need of continuing the treatment and make a corresponding note on the patient's medical chart. [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]
- 20.8.** Medication included in the list of narcotic and psychotropic medication is administered in crushed form by a nurse. The prisoner will administer the medication under the supervision of a nurse. To administer medication, the prisoner will come to the open door of their cell in correct dress wearing their name tag for identification, take the medication immediately and drink water. The prisoner will then open their mouth for their administration of the medication to be checked and will move their tongue if necessary. Medication will not be given to a prisoner for later consumption nor will medication be given to third persons. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 20.8.1** Prisoners receiving methadone treatment will generally be given methadone in liquid form. If prescribed by a medical specialist, methadone can also be provided as crushed tablets. Prisoners in the S-building are given methadone in the nurse's office on the second floor. Prisoners in the E-building are given methadone in the treatment room of the medical department. Differences in administering methadone must be coordinated with the prisoner's unit, the medical department and the surveillance department. The administration of methadone is conducted under the supervision of a nurse and a guard. The prisoner will drink water and then take the methadone. At the end of the procedure, the prisoner will wash their mouth with a physiological solution. After the procedure, the guard will check the prisoner's mouth to ensure the administration of the medication. [added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]
- 20.9.** Topical medications (ointments, gels, creams, oils, etc.) the size of which is up to 60 g, eye and nasal drops and inhalers shall be issued in the original packaging which shall have the name of the prisoner, the cell number, and the date of issue. Topical medications in bigger original packaging shall be issued by the Medical Department in a medication cup that bears the name of the

medication, the name of the prisoner, the cell number, and the date of issue. [amended by Directive of Director of TP No. 1-1/153 of 23.09.2019, entry into force 01.10.2019]

**20.10.** Prisoners with diabetes are allowed to keep 1 insulin pen per active substance, syringe needles according to their treatment plan, a glucometer, up to 28 glucometer strips according to their plan and 7 lancet needles in their cell. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**20.10.1** If necessary, the medical department may decide to change the procedures for measuring blood sugar and administering medication, including administering medication under the supervision of a prison officer or medical worker. Medical workers have the right to remove or request the removal of medication or equipment issued to a diabetic prisoner from their cell and decide to have future measuring of blood sugar or administering of medication be conducted under the supervision of a prison officer or a medical worker under the following conditions: the diabetic prisoner is not following the treatment plan; the medication and equipment issued to the prisoner have been misused; the medication or equipment issued to the prisoner is used by other prisoners; the diabetic prisoner refuses to use the prescribed medication or equipment or to return the used equipment. [added by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**20.11.** Prisoners in the psychiatric department shall take all medications (regardless of the medication group) in the presence of a nurse and the Guards, wherefore the need to crush the medication shall be decided by the doctor. If possible, liquid shall be preferred as the form of the medication.

**20.12.** Upon refusing health care services (including the refusal to take medication), the prisoner shall be obliged to record their refusal in writing and to sign it. After refusing treatment, the prisoner shall be taken off the treatment by an employee of the Medical Department.

**20.13.** The prisoner shall be prohibited from:

**20.13.1.** use prescription medication without a doctor's prescription. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**20.13.2.** refuse to take medication prescribed by a doctor and/or given by a prison officer at the appointed time (including non-prescription drugs). [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**20.13.3.** have medicine in their cell, except non-tablet marked medication issued by the medical department in plastic cups (salves, drops) [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

**20.13.4.** piercing, inserting a ring, adding something, removing something etc., i.e. damaging their own or someone else's body without a doctor's prescription. [amended by Directive of Director of TP No. 1-1/22 of 25.02.2022, entry into force 01.03.2022]

## **21. Consultations of officials**

**21.1.** Consultations of the Director or an official appointed by the Director shall be available for prisoners on the basis of a reasoned application. Consultation time shall be made known to the prisoner.

As a rule, the management's consultation times shall be the following: [Directive of Director of TP No. 1-1/63 of 20.04.2015]

- Director Tuesday at 02.00 PM to 04.00 PM;
- Vice Director supervising the Information and Research Department, Supervision Department, Medical Department, Division for Returning Prisoners into Society, Criminal Probation Supervision Department, and the result units Wednesday at 02.00 PM to 04.00 PM;
- Vice Director supervising the Finance and Maintenance Department, Escort Department, Open Prison Unit, Human Resources, Judicial and Office Divisions Thursday at 11.00 AM to 12.00 PM.

## **22. Disciplinary proceedings and enforcing disciplinary punishments**

- 22.1. The aim of a disciplinary proceeding shall be to identify the circumstances of a disciplinary offence, the circumstances proving the guilt of the prisoner or its lack, and the circumstances excluding liability, also to identify the circumstances characterising the offender, to impose a just punishment and to decide to enforce it.
- 22.2. A wrongful act, which entails not performing or not properly performing obligations arising from legislation, shall be considered a disciplinary offence.
- 22.3. If the punishment imposed on the prisoner is the deprivation of the right of supplementary alimentation purchased out of the personal funds of the person in custody or if the punishment imposed on the prisoner is the prohibition of a visit, the beginning of the punishment shall be calculated as of the day the administrative order was delivered to the prisoner for a signature.
- 22.4. If the punishment imposed on the prisoner is their removal from work for up to one month, the punishment shall be considered as beginning on the day the prisoner is actually removed from work.
- 22.5. When going to serve their punishment at the punishment cell, the prisoner shall be obliged to take along from the cell all of their personal items as well as items issued to the prisoner for use by the prison (e.g. books), which shall be placed in the storage for the time of serving the punishment. The prison shall not be liable for the destruction, loss or spoiling of the personal items left in the cell.

### **23. Transfer and release from prison**

- 23.1. Releasing prisoners from the prison shall take place pursuant to the Regulation of the Minister of Justice No. 11 of 25 January 2001 *Procedure of Releasing a Prisoner from Prison*.
- 23.2. Transfer of prisoners between prisons shall take place pursuant to the Regulation of the Minister of Justice No. 9 of 25 March 2008 *Treatment Plan*.
- 23.3. Before being released from the prison or transferred to another prison, the prisoner shall be obliged to return to the prison the prison property having been in their use (upon transfer, the prison uniform does not have to be returned) and to take along from their cell all personal items belonging to them.
- 23.4. Upon release from the prison, the prison shall return for a signature the items (including valuables) belonging to the prisoner that were stored at the prison.
- 23.5. If the prisoner has no personal clothing or the clothing is not seasonal, the prisoner shall submit an application for receiving clothing under humanitarian aid and the application shall be submitted at least 2 weeks before the release date. If possible, the prison shall give the prisoner clothes for free.
- 23.6. After identification, the prison shall issue the released person a certificate of release and the documents stored in the prison. The released person shall confirm the certificate of release and the receipt of personal documents by putting their signature on the copy of the certificate of release and on the inner side of the back cover of the personal file.
- 23.7. The prison shall issue to the released person the free balance of the savings fund to be handed over to the prisoner upon release. Savings fund shall not be issued to the person in custody.
- 23.8. If the prisoner has requested to get a copy of their health record or disease file before being released, this shall be done pursuant to the provisions of the Public Information Act. A copy of the health record or disease file shall be issued before release in a closed envelope.
- 23.9. To the prisoner who is released while being on short-term prison leave the certificate of release shall be issued later, upon the prisoner's written application. A prison service official shall organise the transfer of personal items stored by the prison, the money on the internal personal account, the valuables, and the documents to the released prisoner at the checkpoint of the prison from Monday

to Thursday from 8.30 AM to 04.30 PM and Friday from 8.30 AM to 03.30 PM. The released person shall confirm with their signature that they have received the items.

**24. [repealed by Directive of Director of TP No. 1-1/136 of 12.08.2019, entry into force retroactively 12.07.2019]**



## **ANNEX 1**

### **Daily Schedules of the Wards of Tartu Prison:**

Annex 1.1 – Daily Schedule for Prisoners in the 1<sup>st</sup> Ward of Building S

Annex 1.2 – Daily Schedule for Prisoners in the 2<sup>nd</sup> Ward of Building S

Annex 1.3 – Daily Schedule for Prisoners in the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Ward of Building S

Annex 1.4 – Daily Schedule for Prisoners in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> Ward of Building E and in the Psychiatric Department (Closed Wards) [Directive of Director of TP No. 1-1/81 of 11.05.16, entry into force 17.05.16]

Annex 1.5 – [repealed]

Annex 1.6 – Daily Schedule for Prisoners in the 8<sup>th</sup> and 11<sup>th</sup> Ward of Building E

Annex 1.7 – Daily Schedule for Prisoners in the 5<sup>th</sup> Ward of Building E

Annex 1.8 – Daily Schedule for Prisoners in the 9<sup>th</sup> and 10<sup>th</sup> Ward of Building E

Annex 1.9 – Daily Schedule for Prisoners in the 7<sup>th</sup> and 12<sup>th</sup> Ward of Building E

[amended by Directive of Director of TP No. 1-1/126 of 19.09.18, entry into force 01.10.18]  
 [amended by Directive of Director of TP NO 1-1/100 of 13.08.2021]  
 [amended by Directive of Director of TP NO 1-1/94 of 20.09.2022]  
 [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

## **Annex 1.1**

### **Daily Schedule for Prisoners in the 1<sup>st</sup> and 2<sup>nd</sup> Wards of Building S**

06:00	Wake-up
06:00–06:15	Morning exercise, toilet, making beds
06:30–08:00	Breakfast
08:00	Morning headcount
08:30–19:00	Walks by each ward
09:00–12:00	Investigation activities and meetings with the defence counsel
10:30–12:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
10:30–12:00	Calls to prisoners when the ward is open
12:00–13:05	Lunch
14:00–16:30	(before the day off until 16:00) Investigation activities and meetings with defence counsels
14:30–17:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
14:30–17:00	Calls to prisoners when the ward is open
17:00–18:00	Dinner
18:00–19:00	Free time for prisoners studying during the study period
20:00	Evening headcount
22:00–06:00	Lights out

[amended by Directive of Director of TP No. 1-1/126 of 19.09.18, entry into force 01.10.18]  
[amended by Directive of Director of TP No 1-1/100 of 13.08.2021]

**Annex 1.2** [repealed by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force  
01.05.2023]

[amended by Directive of Director of TP No. 1-1/134 of 28.09.15, entry into force 01.10.15]  
 [amended by Directive of Director of TP No. 1-1/126 of 19.09.2018, entry into force 01.10.18]  
 [amended by Directive of Director of TP No. 1-1/45 of 19.02.2019, entry into force 01.03.2019]  
 [amended by Directive of Director of TP No. 1-1/27 of 05.02.2020, entry into force 10.02.2020]  
 [amended by Directive of Director of TP No 1-1/100 of 13.08.2021]  
 [amended by Directive of Director of TP No. 1-1/46 of 20.04.2023, entry into force 01.05.2023]

### **Annex 1.3**

#### **Daily Schedule for Prisoners in the 3rd and 4th Ward of Building S**

06:00	Wake-up
06:00–06:15	Morning exercise, toilet, making beds
06:30–08:00	Breakfast
08:00	Morning headcount
08:30–10:30	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
08:30–10:30	Calls to prisoners when the ward is open
08:30–19:00	Walks by each ward
09:00–12:00	Investigation activities and meetings with the defence counsel
12:00–13:05	Lunch
13:10–15:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
13:10–15:00	Calls to prisoners when the ward is open
14:00–16:30	(before the day off until 16:00) Investigation activities and meetings with defence counsels
16:35–16:55	<u>Possibility to use the shower for prisoners who have been on a traineeship at school (according to the established timetable)</u>
17:00–18:00	Dinner
18:00–19:30	Time off for prisoners if they are not engaged in work, study, or reintegrating activities during the same period
18:00–19:30	Calls to prisoners when the ward is open
20:00	Evening headcount
22:00–06:00	Lights out

#### **Daily schedule of prisoners located in the 5th ward of building S:**

06:00	Wake-up
06:00–06:15	Morning exercise, toilet, making beds
06:15–08:00	Breakfast
08:00	Morning headcount
08:30–10:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
08:30–10:00	Calls when the ward is open
08:30–19:00	Walks by each ward
09:00–12:00	Investigation activities and meetings with the defence counsel
12:00–13:10	Lunch
13:10–14:40	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
13:10–14:40	Calls when the ward is open
14:00–16:30	(before the day off until 16:00) Investigation activities and meetings with defence counsels
17:00–18:00	Dinner
18:00–19:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
19:00–20:00	Free time for prisoners studying during the study period
20:00	Evening headcount

22:00–06:00 Quiet hours

**Daily schedule of prisoners located in the 6th ward of building S:**

06:00	Wake-up
06:00–06:15	Morning exercise, toilet, making beds
06:15–08:00	Breakfast
08:00	Morning headcount
08:30–12:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period, and telephone calls when the ward is open
08:30–19:00	Walks by each ward
09:00–12:00	Investigation activities and meetings with the defence counsel
12:00–13:10	Lunch
13:10–16:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period, and telephone calls when the ward is open
14:00–16:30	(before the day off until 16:00) Investigation activities and meetings with defence counsels
16:00–17:00	Maintenance work at the ward (cleaning, repairs etc)
16:35–16:55	Possibility to use the shower for prisoners who have been on a traineeship at school (according to the established timetable)
17:00–18:00	Dinner
18:00–20:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period, and telephone calls when the ward is open
20:00	Evening headcount
22:00–06:00	Quiet hours

**Daily schedule of prisoners located in the 7th and 8thth wards of building S:**

06:00	Wake-up
06:00–06:15	Morning exercise, toilet, making beds
06:15–08:00	Breakfast
08:00	Morning headcount
08:30–12:15	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
08:30–12:15	Calls when the ward is open
08:30–19:00	Walks by each ward
09:00–12:00	Investigation activities and meetings with the defence counsel
12:15–13:10	Lunch
13:10–14:10	Maintenance work of the living ward (cleaning, repairs etc)
14:10–17:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
14:00–16:00	Investigation activities and meetings with the defence counsel
14:10–17:00	Calls when the ward is open
16:35–16:55	Possibility to use the shower for prisoners who have been on a traineeship at school (according to the established timetable)
17:00–18:00	Dinner
18:00–20:00	Time off for prisoners if they are not engaged in work, study or reintegrating activities during the same period
18:00–20:00	Calls when the ward is open
20:00	Evening headcount
22:00–06:00	Quiet hours

## **Annex 1.4**

**Daily Schedule for Prisoners in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Ward of Building E and in the Psychiatric Department (closed wards)** [Directive of Director of TP No. 1-1/81 of 11.05.16, entry into force 17.05.16] [amended by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022]

06.00 AM	Wake-up
06.00 AM – 06.15 AM	Morning exercise, personal grooming and making beds
06.15 AM – 06.30 AM	Closing bunks and placing bed-linen in the storage (in the punishment cell)
06.15 AM – 07.15 AM	Breakfast
08.00 AM	Morning headcount
08.30 AM – 07.00 PM	Walk
09.00 AM – 12.00 PM	Investigation procedures and meetings with defence counsels
12.00 PM – 02.00 PM	Lunch
02:00 PM – 04.30 PM	(on days preceding days-off, until 04.00 PM) Investigation procedures and meetings with defence counsels
05.00 PM – 06.00 PM	Dinner
08.00 PM	Evening headcount
09.45 PM – 10.00 PM	Opening bunks and receiving bed-linen (in the punishment cell)
10.00 PM – 06.00 AM	Lights-out

Phone calls shall take place on the times and pursuant to the procedure specified in the chapter regulating phone calls

**Annex 1.5** [repealed by Directive of Director of TP No. 1-1/91 of 07.09.2022, entry into force 08.09.2022]

**Annex 1.5.1** [repealed by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022]

## **Annex 1.6**

**Daily Schedule for Prisoners in the 8<sup>th</sup> and 11<sup>th</sup> Ward of Building E:** [Directive of Director of TP No. 1-1/70 of 06.05.2015] [amended by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022]

06.00 AM	Wake-up
06.00 AM – 06.15 AM	Morning exercise, personal grooming and making beds
06.15 AM – 07.30 AM	Breakfast
08.00	Morning headcount
08.30 AM – 07.00 PM	Walks according to wards
10.00 AM – 12.00 AM	Phone calls, if the ward is open
10.00 AM – 12.00 AM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
12.00 PM – 13.00 PM	Lunch
03.00 PM – 05.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
03.00 PM – 05.00 PM	Phone calls, if the ward is open
05.00 PM – 06.00 PM	Dinner
06.00 PM – 08.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
06.00 PM – 08.00 PM	Phone calls, if the ward is open
08.00 PM	Evening headcount
10.00 PM – 06.00 AM	Lights-out

## **Annex 1.7**

### **Daily Schedule for Prisoners in the 5<sup>th</sup> Ward of Building E**

06.00 AM	Wake-up
06.00 AM – 06.15 AM	Morning exercise, personal grooming and making beds
06.15 AM – 07.30 AM	Breakfast
08.00 AM	Morning headcount
08.30 AM – 10.30 AM	Phone calls, if the ward is open
08.30 AM – 10.30 AM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
08.30 AM – 07.00 PM	Walks according to wards
09.00 AM – 12.00 PM	Investigation procedures and meetings with defence counsels
12.15 PM – 01.20 PM	Lunch
01.20 PM – 03.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
01.00 PM – 03.00 PM	Phone calls, if the ward is open
02.00 PM – 04.30 PM	(on days preceding days-off, until 04.00 PM) Investigation procedures and meetings with defence counsels
05.00 PM – 05.30 PM	Dinner
06.00 PM – 08.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
06.00 PM – 08.00 PM	Phone calls, if the ward is open
08.00 PM	Evening headcount
10.00 PM – 06.00 AM	Lights-out



**Annex 1.8** [amended by Directive of Director of TP No. 1-1/91 of 07.09.2022, entry into force 07.09.2022]

**Daily Schedule for Prisoners in the 6<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> Ward of Building E:**

06.00 AM	Wake-up
06.00 AM – 06.15 AM	Morning exercise, personal grooming and making beds
06.15 AM – 08.00 AM	Breakfast
08.00 AM	Morning headcount
08.30 AM – 09.00 AM	Phone calls, if the ward is open
08.30 AM – 12.15 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
08.30 AM – 07.00 PM	Walks according to wards
09.00 AM – 12.00 PM	Investigation procedures and meetings with defence counsels
12.15 AM – 01.20 PM	Lunch
01.20 PM – 05.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
02.00 PM – 04.30 PM	(on days preceding days-off, until 04.00 PM) Investigation procedures and meetings with defence counsels
02.30 PM – 05.00 PM	Phone calls, if the ward is open
05.00 PM – 06.00 PM	Dinner
07.00 PM – 08.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
07.00 PM – 08.00 PM	Phone calls, if the ward is open
08.00 PM	Evening headcount
10.00 PM – 06.00 AM	Lights-out

[amended by Directive of Director of TP No. 1-1/126 of 19.09.18, entry into force 01.10.18]  
[amended by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022]

## **Annex 1.9**

### **Daily Schedule for Prisoners in the 7<sup>th</sup> and 12<sup>th</sup> Ward of Building E**

06.00 AM	Wake-up
06.00 AM – 06.15 AM	Morning exercise, personal grooming and making beds
06.15 AM – 07.30 AM	Breakfast
08.00 AM	Morning headcount
08.30 AM – 07.00 PM	Walks according to wards
08.30 AM – 10.30 AM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
08.30 AM – 10.30 AM	Phone calls, if the ward is open
12.00 PM – 01.00 PM	Lunch
01.00 PM – 03.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
01.00 PM – 03.00 PM	Phone calls, if the ward is open
05.00 PM – 06.00 PM	Dinner
06.00 PM – 08.00 PM	Free time, if the prisoner is not involved in work, studies, or activities related to the return of the prisoner to society
06.00 PM – 08.00 PM	Phone calls, if the ward is open
08.00 PM	Evening headcount
10.00 PM – 06.00 AM	Lights-out

**Annex 1.10** [repealed by Directive of Director of TP No. 1-1/29 of 21.03.2022, entry into force 30.03.2022]

[amended by Directive of Director of TP No. 1-1/19 of 30.01.2017]

**Annex 1.11 [repealed by Directive of Director of TP No. 1-1/136 of 12.08.2019, entry into force retroactively 12.07.2019]**

*/added by Directive of Director No. 1-1/53 of 27.04.2021, entry into force 27.04.2021/*

## **Annex 1.12**

### **Daily Schedule for Prisoners Staying in Punishment Cell Regime**

06.00 AM	Wake-up
06.00 AM – 06.15 AM	Morning exercise, personal grooming, making beds, closing bunks and placing bed-linen in the storage
06.15 AM – 07.15 AM	Breakfast for the prisoner staying in the punishment cell regime in Building E
06.30 AM – 07.30 AM	Breakfast for the prisoner staying in the punishment cell regime in Building S
08.00 AM	Morning headcount
08.30 AM – 07.00 PM	Walk
09.00 AM – 12.00 PM	Investigation procedures and meetings with defence counsels
09.00 AM – 08.00 PM	Phone calls (during the time when the ward is closed)
12.00 PM – 02.00 PM	Lunch for the prisoner staying in the punishment cell regime in Building E
12.15 PM – 01.10 PM	Lunch for the prisoner staying in the punishment cell regime in Building S
02.00 PM – 04.30 PM	(on days preceding days-off, until 04.00 PM) Investigation procedures and meetings with defence counsels
05.00 PM – 06.00 PM	Dinner
08.00 PM	Evening headcount
09.45 PM – 10.00 PM	Opening bunks and receiving bed-linen (in the punishment cell)
10.00 PM – 06.00 AM	Lights-out

## ANNEX 2

" " 20

Prisoner \_\_\_\_\_

---

---

(surname, first name, father's name, date of birth, cell number)

### EXPLANATION

My explanation for what happened is the following:

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for writing or drawing. The margins are consistent on all sides.

(signature of the prisoner)

The explanation was taken from the prisoner by:

---

## ANNEX 3

CONFIRM

” “ 20

**LEGAL INSTRUMENT**  
**of discovering/confiscating an item**

” “ 20

We, the signatories, have prepared this legal instrument as a result of the fact that in the course of the search conducted on “ \_\_\_\_\_ ” 20\_\_\_\_ at \_\_\_\_\_ the following items were discovered and confiscated

[illegible]

Proposal: \_\_\_\_\_

---

(first name, surname)

---

(official title)

(signature)

---

(first name, surname)

---

(official title)

(signature)

---

(first name, surname)

---

(official title)

(signature)

Signature of the prisoner

Tartu Vangla 

## ANNEX 4

Director of Tartu Prison

“ “ \_\_\_\_\_ 20\_\_.

### APPLICATION

I, \_\_\_\_\_  
(prisoner's first name, surname, father's name, date of birth, cell number)

forego the food provided by Tartu Prison. The reason for foregoing food: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am aware that prison food will be given to me again upon my written application starting of the following issue of foodstuffs from the storage and the preparation of food. Under this application, the prison will not prepare and offer food to me.

\_\_\_\_\_  
(signature of the prisoner)

Application has been accepted on “ “ \_\_\_\_\_ 20\_\_ . at \_\_\_\_\_

\_\_\_\_\_  
(signature of the prison official who accepted the application)

\_\_\_\_\_  
(first name and surname of the prison official)

\_\_\_\_\_  
(official title)



## ANNEX 5

Director of Tartu Prison

“ “ \_\_\_\_\_ 20 \_\_\_\_.

## APPLICATION

---

(first name, surname, father's name, date of birth, cell number of the prisoner)

I ask that prison food would be provided to me again starting from the following issue of foodstuffs from the storage and the preparation of food.

---

(signature of the prisoner)

Application has been accepted on “ “ \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_

---

(signature of the prison official who accepted the application)

---

(first name and surname of the prison official)

---

(official title)

**ANNEX 6**

**APPLICATION TO THE STORAGE OF PERSONAL ITEMS**

First name

Surname

Date of birth..... Cell

Please ..... for me from/to the storage  
(issue / place)  
the following personal items:

1  
.....

2  
.....

3  
.....

4  
.....

5  
.....

6  
.....

7  
.....

8  
.....

9

.....

10

.....

Signature..... Date

.....

The application was accepted by

.....

(official's name, signature and date)

I have received the personal items/I have delivered the  
personal items to the storage

Signature..... Date

.....

**Tartu**Vangla 

## ANNEX 7

### PRISONER'S APPLICATION FOR THE USE OF AN ELECTRICAL DEVICE

I request the permission to use the following personal electrical devices at my cell:

No.	Name, brand of the electrical device	From where (store/storage)	Capacity
1			
2			
3			

I agree to pay for the costs related to using an electrical device pursuant to the established rate. I shall be obliged to use the electrical device pursuant to the user manual and in concordance with the Rules of Procedure of the Prison and other legislation. I am aware that the prison shall not be liable for damages to the electrical device which have been caused by power outages, voltage fluctuations or technical failures.

**The reason(s) for using the electrical device(s) is/are:**

.....  
.....

.....20.....  
(prisoner's name (**in capital letters**), date of birth, cell number) (signature) (date)

### PROCEEDING

Opinion of the Inspector-Contact Person regarding the application of the person in custody/prisoner (*cross out the wrong variant*) .....

:  
.....

..... (name) ..... (signature) 20.....

### DECISION

#### I PERMIT/REFUSE

.....  
.....  
.....

(upon refusal, the cause of the refusal)

**Upon receiving a permission, the permission shall be valid until transfer from Tartu Prison to another prison, release from prison or until the permission is declared invalid.**

Decision maker ..... 20.....  
(name and official title) (signature) (date)

*The decision can be contested on the basis of and pursuant to the procedure provided in the Administrative Procedure Act and the Code of Administrative Court Procedure.*

#### Specialist's note about checking the electrical device

.....  
.....

.....20.....a  
(numbers of security stickers) (signature) (date)

Prisoner's confirmation of having received the items .....

.....

## ANNEX 8

### HYGIENE KIT APPLICATION

First name and surname of the prisoner \_\_\_\_\_  
(in capital letters)

Date of birth: \_\_\_\_\_ Ward \_\_\_\_\_ Cell \_\_\_\_\_

I would like to be issued a hygiene kit by the Tartu Prison on the basis of clause 11.3.1 of the rules of procedure.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Note of the inspector/contact officer of the prisoner's financial means and performance of duties:**

The amount of money for free use in the three months preceding the prisoner's application: \_\_\_\_\_ euros

The prisoner has / has not refused to participate in the maintenance work of the prison during the period \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Decision**

☐

To issue a toiletries package to the prisoner.

☐

The prisoner will not be issued a hygiene kit on the basis of clause 11.3.1 of the rules of procedure because the amount of money for free use in the three months preceding the application exceeds 15 euros and therefore the prisoner has sufficient financial means to purchase the necessary hygiene products from the prison shop.

☐

Not to issue the prisoner a toiletries package under clause 11.3.4 of the Rules of Procedure, as during the period considered in decision-making, the prisoner has refused maintenance work provided by the prison.

Additional comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector-Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Prisoner: \_\_\_\_\_ Date: \_\_\_\_\_

(I received the toiletries package/ was notified of the decision)

*The challenge to the decision can be submitted to Tartu Prison in 30 days as of its announcement. The challenge shall be reviewed by the administrative organ specified in clause 1<sup>1</sup>(4<sup>1</sup>) of the Imprisonment Act pursuant to the procedure prescribed in the Administrative Procedure Act.*

**ANNEX 9**  
**GIVING ITEMS OF CLOTHING TO DISINFECTION**

Date \_\_\_\_\_

Prisoner's name: \_\_\_\_\_

Sector and cell number: \_\_\_\_\_

**LIST OF ITEMS:**

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....
7. ....
8. ....
9. ....
10. ....

**I agree that due to a risk of infection, my personal clothes need disinfection. The process of disinfecting the items has been explained to me. I am aware that in the disinfection chamber, the size and appearance of clothing may change and I shall not submit later complaints in this regard.**

\_\_\_\_\_  
Signature of the prisoner

\_\_\_\_\_  
(Name of the official present at transferring the items)

\_\_\_\_\_  
(Signature)

**I have received all items sent to disinfection and I do not have any complaints:**

\_\_\_\_\_  
(Signature of the prisoner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of the official that returned the items)

\_\_\_\_\_  
(Signature)

## ANNEX 10

Permission granted

„.....“ ..... 20\_\_\_\_.

### APPLICATION

I request the permission to **purchase** from the Tartu Prison store the following goods permitted in the prison:

.....  
.....  
.....  
.....  
.....

*(precise name, specification, model, brand of the goods)*

I agree that for making the purchase, money in the amount of ..... euros is reserved from my account

.....  
*(prisoner's first name and surname, year of birth, cell number, signature and date)*

### Opinion, standpoint of the Inspector-Contact Person:

.....  
.....  
.....  
.....  
.....

*(Inspector-Contact Person's name, signature, date)*

**Financial situation of the prisoner:**.....euros, of which .....have been reserved.....

.....

*(name of the official of the Administrative Department, signature, date)*

### Standpoint of the store (price of the goods, availability etc.):

.....  
.....  
.....  
.....  
.....

.

*(name of the expert, signature, date)*

### Note regarding the receipt of the goods:

Goods received and checked in my presence. No complaints.

.....  
.....

*(prisoner's first name and surname, signature and date)*





## ANNEX 11

## ORDER

Prisoner		The account has euros/cents		
Date of birth		Cell No. / ward		

I wish to make the following purchases:

[illegible]

Signature

Date \_\_\_\_\_

Total:

**Goods that have been checked at the cash-register are not to be returned or exchanged.**

## ANNEX 12

### PHONE USE INFORMATION

The phone was used by the prisoner \_\_\_\_\_,  
(first name and surname)

for calling the phone number \_\_\_\_\_  
(name of institution or first name and surname of person)

call beginning at \_\_\_\_\_, ending at \_\_\_\_\_, call duration \_\_\_\_\_,

for calling \_\_\_\_\_ phone number \_\_\_\_\_  
(name of institution or first name and surname of person)

call beginning at \_\_\_\_\_, ending at \_\_\_\_\_, call duration \_\_\_\_\_,

for calling \_\_\_\_\_ phone number \_\_\_\_\_  
(name of institution or first name and surname of person)

call beginning at \_\_\_\_\_, ending at \_\_\_\_\_, call duration \_\_\_\_\_,

for calling \_\_\_\_\_ phone number \_\_\_\_\_  
(name of institution or first name and surname of person)

call beginning at \_\_\_\_\_, ending at \_\_\_\_\_, call duration \_\_\_\_\_,

Date: \_\_\_\_\_ Ward: \_\_\_\_\_ Cell No.: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEX 13

### APPLICATION

Person delivering the package

\_\_\_\_\_  
(first name, surname, father's name and personal identification code)

Place of residence of the person delivering the package

\_\_\_\_\_  
(place of residence)

Please accept the package for the prisoner

\_\_\_\_\_  
(first name, surname and father's name, year of birth)

#### List of items in the package

List and description of items		Quantity	Weight	Notes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Name of applicant \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_.

The package was accepted by

---

The package was received by \_\_\_\_\_ "\_\_\_\_" 20\_\_



Main place of stay, address and phone number

.....  
.....  
.....

Names, addresses and phone numbers of persons to be visited

.....  
.....  
.....  
.....  
.....

Names, addresses and phone numbers of companies to be visited

.....  
.....  
.....  
.....

I have examined and understood the conditions and requirements of a short-term prison leave and my obligations during a short-term prison leave.

1. I am aware that on the day of arriving at the destination and on the day of leaving the destination I shall be obliged to register myself at the local police authority, the address of which is on the prison leave certificate (clause 85(2) of the IRP).
2. I am aware that my obligation shall be to return to the prison on the last day of the prison leave by the time noted on the prison leave certificate and in a sober state; I have been warned of the liability under section 329 of the Penal Code.
3. I am aware that if I am detained as a suspect of a violation of law or a criminal offence committed during the prison leave, the prison leave shall be suspended immediately.
4. I am aware that consuming alcohol, narcotics or other drugs is prohibited during the prison leave.
5. I am aware that during the prison leave I shall be available at the address of the place of stay noted in the prison leave application and shall be at the aforementioned address from 10:00 PM to 7:00 AM while on the prison leave.
6. I am aware that upon arrival in the prison, I cannot bring along other items than those same items (including clothes) that I had upon leaving the prison.
7. I am aware that I shall be obliged to regularly give notice of myself and call the Prison's Chief Specialist-Duty Officer on the number 7500800 or on mobile phone 5070583 every day of the prison leave at 10:00 AM and 10:00 PM. To inform the Chief Specialist-Duty Officer of the course of the prison leave, my location and to answer the Duty Officer's questions about other circumstances.
8. In case of an emergency, I shall be obliged to turn to the nearest police department or call the free emergency call number 112.
9. I am aware that I shall bear the cost of the prison leave (clause 32(7) of the Imprisonment Act) and in order for cash to be issued to me, I shall submit a corresponding application to the Administrative Department before going on the prison leave.
10. A prison service officer may determine by a directive the places where the prisoner may or shall stay during the leave, and the time periods during which the prisoner is required to or shall not stay in the determined places, or activities, which are excluded during the leave or which the prisoner is required to do.

"...." ..... 20..... Name and signature of the prisoner .....

## ANNEX 15

Prisoner's name.....

Cell.....

Date.....

### PRISON LEAVE REPORT

Departure from Tartu Prison.....

Arrival in Tartu Prison.....

#### Activities performed during the prison leave and their results

.....

.....

.....

.....

.....

.....

.....

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.....

.....

.....

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.....

.....

.....

.....

**Activities noted in the prison leave plan that were not performed (for what reason)**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Prisoner's signature.....

**Evaluation of the Inspector-Contact Person regarding the fulfilment of the prison leave plan  
(proposals concerning the planning of the next prison leave)**

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.....

.....

Name and signature of the Inspector-Contact Person.....



**ANNEX 16** [invalid by Directive of Director of TP No. 1-1/115 of 19.12.2022, entry into force 01.01.2023]

## ANNEX 17

### **CALCULATION OF THE COSTS OF SHORT-TERM PRISON LEAVE BEFORE DEPARTURE (forecast)**

The basis for the costs of short-term prison leave is prison leave application No..... of prisoner ....., subsections 80<sup>1</sup> (2) and (4) of the Internal Rules of the Prison and Directive of the Director of TP No. 1-1/35 of 06.03.2015 "Establishment of cost rates for transportation of prisoners during short-term prison leave".

#### **Cost forecast:**

<b><u>No.</u></b>	<b><u>Description of cost</u></b>	<b><u>Unit</u></b>	<b><u>Amount</u></b>	<b><u>Price (EUR)</u></b>	<b><u>Sum (EUR)</u></b>
		km			
		hour			
				<b><u>TOTAL</u></b>	

The total costs of short-term prison leave are determined after the short-term prison leave. An invoice is issued after the short-term prison leave based on the actual figures.

I confirm that calculation of costs for short-term prison leave and the price list that forms a basis for the calculation thereof have been explained to me.

Name and signature of the prisoner, date ..... "....." 20.....

I consent to the costs incurred in short-term prison leave being withdrawn from the internal prison account until the performance of the claim.

Name and signature of the prisoner, date ..... "....." 20.....

I confirm that a person outside the prison pays the costs incurred in short-term prison leave, and if no payment is made before the prison leave, I consent to the costs incurred in short-term prison leave being withdrawn from the internal prison account until the performance of the claim.

Name and signature of the prisoner, date ..... "....." 20.....

I confirm that a person outside the prison pays the costs incurred in short-term prison leave, and if no payment is made within 30 days, I consent to the costs incurred in short-term prison leave being withdrawn from the internal prison account until the performance of the claim.

Name and signature of the prisoner, date ..... “.....” 20.....

Persons outside the prisons can pay the amount specified above, by transferring the money on the current account of the Ministry of Finance in SEB Bank - a/a EE891010220034796011; Swedbank – a/a EE932200221023778606; Danske Bank – a/a EE403300333416110002; Nordea bank – a/a EE701700017001577198, reference number 2800050009. Enter the name of the person in whose name the payment is made, invoice number and what is paid for in the explanation field.

Prepared by: ..... “.....” 20.....  
(name, signature, date)

**Price list:**

1. Directive of the Director of TP No. 1-1/35 of 06.03.2015 establishes the cost rates per one kilometre for the short-term prison leave of prisoners. In case of prison leave, VW Crafter is used as a means of transport, since VW Crafters are especially converted for the transportation of prisoners, carry the identification marks of prison service, and have special equipment. The cost rate of VW Crafter per one kilometre is 0.59 euros. Other vehicles are used in activities related to the maintenance of the Prison, and these are used for the transportation of prisoners in extreme circumstances only. The cost rates of other vehicles per one kilometre are as follows: Citroen Jumper 0.83 euros, VW Caravelle 0.49 euros, VW Sharan 0.43 euros, Škoda Octavia 0.31 euros, Opel Astra 0.47 euros and Peugeot Partner 0.34 euros.
2. Pursuant to subsection 80<sup>1</sup> (2) of the Internal Rules of the Prison, the cost rate of short-term prison leave, upon involving the escort team of the prison service, is 6.07 euros per hour per one member of the escort team. The smallest cost calculation unit is thirty minutes.
3. Pursuant to subsection 80<sup>1</sup> (4) of the Internal Rules of the Prison, costs are added to the aforementioned costs related to the special characteristics of the specific short-term prison leave, such as ferry tickets, parking fees, paid entrances, or other real costs.

**ANNEX 18 [repealed by Directive of Director of TP No. 1-1/136 of 12.08.2019, entry into force retroactively 12.07.2019]**

## ANNEX 19

### PRISONER'S APPLICATION FOR REPAIR OF PERSONAL FOOTWEAR

First name .....

Surname .....

Date of birth .....

Sector /Cell .....

Please repair my

- ☐ Shoes  
☐ Boots  
☐ Sports footwear  
☐ Flip-flops

.....  
.....  
.....

(description, colour and brand of the footwear that needs to be repaired)

I NEED / DO NOT NEED replacement footwear.....

(which size)

I agree to pay for the costs related to the repair of the footwear from my internal personal account according to the established rate, **1 euro** (clause 11.2.11 of the Rules of Procedure of Tartu Prison).

I am aware that the guarantee does not extend to the repair works of footwear (in accordance with clause 11.2.12 of the Rules of Procedure of Tartu Prison).

Signature .....Date.....

PERMISSION GRANTED/REFUSED

The application was accepted by .....  
(official's name, signature and date)

.....

I have received the footwear

Signature .....Date .....

The person who delivered the footwear

Signature .....Date .....

## ANNEX 20

### PRISONER'S APPLICATION FOR SHORT-TERM VISIT

First name .....

Surname .....

Date of birth .....

Sector /Cell .....

**Names and dates of birth of the persons and relationship with the persons (spouse, cohabiting partner, child, acquaintance, friend, etc.) from whom I want to receive the short-term visit:**

1.....

2.....

3.....

4.....

**Time requested for the short-term visit:**

.....

Signature ..... Date.....

The application was accepted by .....  
(official's name, signature and date)

Pursuant to subsection 24 (1) of the Imprisonment Act, prisoners shall be permitted to receive at least one supervised visit per month from their family members and other people with regard to whose reputation the prison service has no reasoned doubts. Pursuant to subsection 24 (4) of the Imprisonment Act, a prisoner who is committed to a punishment cell to serve a disciplinary penalty shall not be allowed to receive short-term visits.

Pursuant to subsection 31 (3) of the Internal Rules of the Prison, a prisoner is allowed to receive a visit from up to two adult persons at a time. An adult visitor is allowed to take along minor children in the number agreed with the prison service beforehand.

Pursuant to clause 13.1.1 of the rules of procedure of Tartu Prison, short-term visits require a written application to be submitted at least eight working days prior to the requested visit (there must be eight working days between the date of submission of the application and the requested date of visit. For example, if the application is submitted on Thursday, the 7th, the earliest date of the visit is on Wednesday, the 20th). The following month's visits are registered from the 20th day of the month.

## ANNEX 21

### PRISONER'S APPLICATION FOR LONG-TERM VISIT

First name .....

Surname .....

Date of birth .....

Sector /Cell .....

**Names and dates of birth of the persons and relationship with the persons (spouse, cohabiting partner, child, etc.) from whom I want to receive the long-term visit:**

1.....

2.....

3.....

4.....

**Time (date) requested for the long-term visit:**

.....

**Number of the requested long-term visitation room (the prison does not guarantee the receipt of the requested room):**

.....

Signature ..... Date.....

The application was accepted by .....  
(official's name, signature and date)

Pursuant to subsection 25 (1) of the Imprisonment Act, a prisoner shall be allowed to receive long-term visits from his or her spouse, father, mother, grandfather, grandmother, child, grandchild, adoptive parent, adoptive child, stepparent or foster parent, stepchild or foster child, brother or sister. Long-term visits from a cohabitee shall be allowed on the condition that they have common children or at least two years of cohabitation prior to commencement of serving the sentence.

Pursuant to subsection 25 (3) of the Imprisonment Act, a prisoner who is staying in the reception ward of a prison or in an open prison or is committed to a punishment cell to serve a disciplinary penalty shall not be allowed to receive long-term visits.

Pursuant to subsection 25 (4) of the Imprisonment Act, the costs of long-term visits shall be borne by the prisoner or the visitor.

Section 42 of the Internal Rules of the Prison provides that an application for a long-term visit shall be submitted by the prisoner. The application must be submitted at least one month before the visit applied for.

Section 45 of the Internal Rules of the Prison provides that a prisoner shall be allowed to receive at least one long-term visit once in six months.



Pursuant to clause 13.2.2 of the Rules of Procedure of Tartu Prison, an application for a long-term visit shall be submitted by the prisoner to a prison service officer from the 1<sup>st</sup> day to the 20<sup>th</sup> day of the month preceding the visit.

Pursuant to clause 13.2.3 of the Rules of Procedure of Tartu Prison, the person applying for a long-term visit for the first time shall prove with documents the right to a long-term visit arising from subsection 25 (1) of the Imprisonment Act.