

## Rules of procedure of Viru Prison

Approved by Directive No. 1-1/19 of 23 January 2013 of the director of Viru Prison; amended by Directive No. 1-1/92 of 21 May 2013, Directive No. 1-1/234 of 20 December 2013, Directive No. 1-1/120 of 17 June 2014, Directive No. 1-1/250 of 3 December 2014, Directive No. 1-1/46 of 17 March 2015, Directive No. 1-1/101 of 8 July 2015, Directive No. 1-1/133 of 14 September 2015, Directive No. 1-1/166 of 18 December 2015, Directive No. 1-1/69 of 29 April 2016, Directive No. 1-1/102 of 8 July 2016, Directive No. 1-1/110 of 28 July 2016, Directive No. 1-1/156 of 3 October 2016, Directive No. 1-1/177 of 3 November 2016, Directive No. 1-1/9 of 25 January 2017, Directive No. 1-1/55 of 24 April 2017, Directive No. 1-1/68 of 13 June 2017, Directive No. 1-1/102 of 16 August 2017, Directive No. 1-1-107 of 29 August 2017, Directive No. 1-1/132 of 7 December 2017, Directive No. 1-1/41 of 9 April 2018, Directive No. 1-1/89 of 26 September 2019, Directive No. 1-1/64 of 31 May 2021, Directive No. 1-1/27 of 25 February 2022, Directive No. 1-1/74 of 10 June 2022, Directive No. 1-1/49 of 4 April 2023, Directive No. 1-1/108 of 29 May 2023, Directive No. 1-1/128 of 28 June 2023, Directive No. 1-1/152 of 24. August 2023 and Directive No. 1-1/24/47 of 2 April 2024



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## 1. General provisions

- 1.1. The purpose of the rules of procedure of Viru Prison (hereinafter *rules of procedure*) is to regulate the general procedure and organisation of the execution of decisions related to imprisonment in Viru Prison (hereinafter *the prison*) provided by the Imprisonment Act, Regulation No. 72 of the Minister of Justice of 30 November 200, 'Internal Rules of Prison', and other legislation. The specifications include provisions not further regulated by the aforementioned legislation.
- 1.2. Imprisoned persons, persons held in custody, prison officers, and persons visiting the prison must comply with the rules of procedure.
- 1.3. The term *imprisoned person* is used as a common name for a person held in custody and an imprisoned person. The rules of procedure apply to both persons held in custody and imprisoned persons with the exceptions set out in the legislation.
- 1.4. An open ward means a ward where the imprisoned persons may move around freely within the ward at the time specified in the schedule.
- 1.5. A closed ward means a ward where the imprisoned persons are locked around the clock in their living cells, i.e. in a reception cell, a locked cell, a punishment cell, or a medical ward cell.
- 1.6. The imprisoned person can get acquainted with the schedules specified in the rules of procedure through the information stand of the ward or with the help of the inspector-contact person (hereinafter *contact person*) of the unit.
- 1.7. When organising the provisional custody and imprisonment of an imprisoned person up to 18 years of age, the exceptions stipulated in the Republic of Estonia Child Protection Act and the Imprisonment Act are taken into account.
- 1.8. The imprisoned person can get the forms specified in the annexes to the rules of procedure from the contact person or the unit guard. If necessary, the contact person helps the imprisoned person fill in the forms.
- 1.9. If an imprisoned person causes material damage to the prison, the prison proposes to the imprisoned person to compensate for the damage (Annex 25). If the imprisoned person is not willing to compensate for the material damage they caused, the prison can demand compensation through civil court proceedings.  
(Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)
- 1.10. The director of the prison has a right to temporarily deviate from compliance with the rules of procedure in their orders if necessary.
- 1.11. The imprisoned person must:
  - 1.11.1. stop other activities when the prison service officers enter the cell, stand up, and stand by their bed or elsewhere on the order of the prison service officer;
  - 1.11.2. be polite and proper with prison officers, visitors and other prisoners, not to use jargon or slang, and greet prison officials and other authorities visiting the prison;  
(Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
  - 1.11.3. wear prison-issued clothing (excluding arrested persons), including during headcount. When outside of the cell, prisoners have to be properly dressed, ie the clothes must be clean and sleeves and trouser legs must not be rolled up. If a prison jacket is worn over the bare body, all buttons must be buttoned up. Wearing a jacket and a hat indoors is prohibited, except when going outside for a walk or for another reason; (Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023) (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
  - 1.11.4. immediately notify the prison service officer of any lost or found items, as well as of the destruction or becoming unusable of personal items in the cell or the prison property;
  - 1.11.5. take the bedding to the storage in the morning and bring the bedding from the storage to the cell in the evening while being committed to a punishment cell; (Supplemented with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 1.11.6. turn off electrical equipment when leaving the cell last; (Added by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

1.12. The imprisoned person must not:

- 1.12.1. cross the barriers, climb or hang on the lattice/net or other structure of the walking area or walking cell; arbitrarily open locked doors, food hatches, latches, and prevent the doors from closing or locking (supplemented with Directive No. 1-1/120 of 17 June 2014, entered into force on 1 July 2014)
- 1.12.2. leave the place of stay assigned to them without the permission of a prison service officer;
- 1.12.3. enter the premises of the prison service officers without permission;
- 1.12.4. cross the red line without the permission of a prison service officer;
- 1.12.5. stay in a cell not intended for them, except with the permission of a prison service officer;
- 1.12.6. stay in a room (e.g. a shower room) at a time not designated for it, talk to other persons (except for the prison service officer escorting them) while being escorted, engage in extraneous activities while being escorted, shake hands with other persons, drop or pick up any items from the ground, look into peepholes, press any button or switch, deviate from the intended route, etc.
- 1.12.7. use physical and/or mental violence against other imprisoned persons, prison officers, and other persons;
- 1.12.8. behave rudely and use sexually harassing, obscene, ambiguous, threatening, and degrading expressions; (amended by Directive No. 1-1/68 of 13 June 2017, entered into force on 1 July 2017)
- 1.12.9. call out, exchange information loudly with another imprisoned person, shout, or otherwise disturb other persons in the prison;
- 1.12.10. communicate with imprisoned persons in another ward, in a closed ward pursuant to the schedule, or in a punishment cell, except for during employment activity. An imprisoned person in a closed ward is prohibited from communicating with an imprisoned person in another cell;
- 1.12.11. incite or encourage other imprisoned persons to commit violations of law;
- 1.12.12. play board or other games or place bets for profit-making purposes;
- 1.12.13. tattoo themselves or another person or allow themselves to be tattooed;
- 1.12.14. arbitrarily open and close doors fixed with a door stop, put foreign items in the door stop, etc.;
- 1.12.15. adjust the volume of a television or radio to interfere with the performance of the duties of the prison servants or disturb other persons; (amended by Directive No. 1-1/166 of 18 December 2015, entered into force on 1 January 2016)
- 1.12.16. put items and substances in the toilet bowl that are not subject to the intended use of the toilet bowl;
- 1.12.17. make writings or markings on or stick or attach photos (except on the adhesive board intended for this purpose), reproductions, magazine clippings, covers, carpets, etc. to the construction and interior elements of the cell and other prison territory. It is forbidden to cover lighting and electronic surveillance devices and to use items in a way to impede visual surveillance (e.g., laying covers on tables/cabinets, placing photos on window bars, etc.); (amended by Directive No. 1-1/134 of 7 December 2017, entered into force on 1 January 2018)
- 1.12.18. bring into the cell items of furniture that are not on the list of cell furnishings, and keep in the cell furniture or parts of furniture that have become loose or broken. A detached or broken item must be reported immediately to the prison service officer and, if possible, handed over to them;
- 1.12.19. acquire and dispose of items and substances from other imprisoned persons, as well as hand over to and exchange items and substances with other imprisoned persons; (amended

by Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

- 1.12.20. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 1.12.21. cover their face; (added with Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014)
  - 1.12.22. ferment or acidify food; (added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 1.12.23. display images and symbols (photos, pictures, flags, coats of arms, symbols, etc.) on their body, clothing, or in the cell and in other rooms (e.g. living ward, walking area, etc.) that incite war, inter-ethnic conflict, or state leaders of aggressor countries; (added by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
  - 1.12.24. attach to the adhesive boards in the cells or otherwise display (including outside the cell) pictures, reproductions, magazine clippings, etc., which depict the naked human body. (Added by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
  - 1.12.25. store products in the cell that are not in their original packaging or the storage box set out in clause 7.1.39 of the rules of procedure; (Added by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 1.13. Video and audio surveillance are used in the public areas of Viru Prison. On the territory of Viru Prison, a prison service officer may, when performing their duties, i.e. performing any operation arising from the law (performing a roll-call in the cells, escorting or transferring imprisoned persons in the prison, etc., except during the full search of the imprisoned person), use a body camera attached to their uniform (which is clearly distinguishable and visible) to perform video and audio surveillance of the operations carried out. (Added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

## **2. Prison territory, wards, and units**

- 2.1. The prison territory consists of the land area and buildings located inside and outside the outer boundary of the prison.
- 2.2. The prison territory contains the following buildings:
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    - 2.2.1. open prison building, marked with AV;
    - 2.2.2. utility building and dog kennel, marked TH;
    - 2.2.3. house of detention building, marked with AR;
    - 2.2.4. living buildings of the imprisoned persons, marked with S, K, and R;
    - 2.2.5. living building of the persons held in custody and imprisoned persons, marked with V;
    - 2.2.6. chapel and sports building, marked with H;
    - 2.2.7. main building, marked with P;
    - 2.2.8. administrative building, marked with PÄ;
    - 2.2.9. production building, marked with T.

(Amended with Directive No. 1-1/46 of 17 March 2015, entered into force on 27 March 2015)

- 2.3. Smoking is prohibited on the prison territory.  
(Supplemented with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

## **3. Reception into prison and placing in the prison**

- 3.1. An imprisoned person who arrives in prison will be temporarily placed in a waiting cell separately from their personal belongings before being searched. Only essential items may be brought to the waiting cell upon request of the imprisoned person.

- 3.2. Items prohibited in the prison will be handled pursuant to the procedure established in the Imprisonment Act and the 'Internal Rules of Prison'.
- 3.3. A first-time imprisoned person will undergo medical examination.
- 3.4. The personal belongings of the imprisoned person are entered in the list of personal belongings in the register of imprisoned persons (hereinafter *the common list*). The prison gives the imprisoned person an extract from the common list entered in the register of imprisoned persons against a signature.
- 3.5. The prisoner will undress to be strip-searched. Prior to the search, the prison service officer will make a proposal to the imprisoned person to hand over all items which are prohibited in the prison or which they did not have with them when they first entered the detention facility or which were not acquired through the prison or the house of detention.
- 3.6. If necessary, the imprisoned person and their belongings will be immediately disinfected.
- 3.7. After the search, the imprisoned person is issued 1 mattress, 1 pillow, 1 blanket, 2 sheets, 1 pillowcase, 1 small towel, 1 bath towel, 2 bowls, 2 mugs, and 1 spoon. The imprisoned person (except a person held in custody) is issued prison clothing: one warm jacket, one hat, two sets of clothing (two pairs of long pants and two jackets), four T-shirts and two pairs of shorts, one pair of gloves, and one scarf. The arrested person is issued a mattress, a pillow, a blanket, 2 sheets, a pillowcase, 1 towel, 2 bowls, 2 mugs and a spoon. Persons arriving in Viru Prison to serve their sentence on the basis of a treatment plan or independently (except for imprisoned persons arriving from other prisons) will be issued toiletries if necessary. If necessary, a person held in custody is issued one bath towel, one pair of gloves, one scarf, and one hat. (Supplemented with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)  
(Supplemented with Directive No. 1-1/152 of 24 August 2023, entered into force on 4 September 2023)  
(Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 3.8. The prison service officer assigns and decides the placement of the imprisoned person in the prison by assigning them a cell, a bed, an adhesive board for putting up information and photos, and a shelf for storing items indicated on the label on the cell door and on the placement card of the imprisoned person. The prison service officer assigns a drawer or a shelf to the imprisoned person for the storage of foodstuff in the refrigerator. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014 (Amended by Directive No. 1-1/134 of 7 December 2017, entered into force on 1 January 2018)
- 3.9. The placement of the imprisoned person in the prison is decided by the unit.

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

- 4.1. The imprisoned person is required to wear the prison-issued name tag with a prison-issued lanyard around their neck in a visible place outside the cell and during the roll-call. An imprisoned person working in the facility wears the name tag in the designated place. (Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)
- 4.2. The imprisoned persons usually move between the prison buildings through the gallery (except when using a sports field, performing the tasks assigned to assistants, or evacuating the imprisoned persons in the event of an emergency).
- 4.3. Prisoners move around on prison grounds with the permission of and accompanied by a prison service officer. (Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 1 April 2023)
- 4.4. The imprisoned persons go for a walk in an appropriate clothing for the season. The prison service officer has a right to prohibit a walk to an imprisoned person if they are not dressed in accordance with the season. Only a wristwatch, a religious item worn around the neck, a wedding ring, and a handkerchief are allowed on the walk. (Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)
- 4.5. If an imprisoned person commits an act corresponding to the characteristics of a disciplinary violation while going on a walk or during a walk, the prison service officer will decide on continuing or interrupting the walk. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

force on 1 January 2014)

- 4.6. The search of the prisoner is carried out in accordance with the provisions of § 32 of Regulation No. 44 of the Minister of Justice dated 05.09.2011, Organisation of Supervision in Prison.. For this, the imprisoned person must stand facing the wall and place their hands on the designated marks on the wall or on another place indicated by the prison service officer, palms facing them. If necessary, the imprisoned person will be searched, including strip-searched. (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 4.7. When leaving the ward, prisoners must stay in the waiting area separated by a red line or designated by the prison officer and wait for further orders from the prison service officer, including in the production building. Leaving the waiting area without the permission of the prison service officer is prohibited. (Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 4.8. If an imprisoned person commits an act corresponding to the characteristics of a disciplinary violation while being escorted in the prison, the prison service officer has the right to interrupt the escort and not to perform the planned activity. (Added by Directive No. 1-1/120 of 17 June 2014, entered into force on 1 July 2014)

## 5. Schedule:

- 5.1. The imprisoned person must follow the established schedule (**Annex 1**).
- 5.2. An imprisoned person staying in the ward must go to the cell assigned to them by the scheduled closing time of the cells.
- 5.3. Imprisoned person who are engaged in resocialization activities (including work, study) but temporarily do not participate in it (e.g. absent from work or study due to illness or other good reason) follow the schedule of imprisoned persons engaged in resocialization activities. On the day when the imprisoned person is supposed to participate in employment activities, but does not participate in it for a valid reason, they must follow the schedule for non-employed imprisoned persons. The schedule for imprisoned persons engaged in resocialization activities also applies to imprisoned persons over 63 years old placed in units I, IV, and V. (Amended with Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
- 5.4. The imprisoned persons study, work, and participate in religious services and cultural and sports events generally from 8.40 a.m. to 10 p.m., taking into account the specifics in the schedule.
- 5.5. Imprisoned persons are sent to work in accordance with the work schedules, of which they are informed in advance by the prison service officials.
- 5.6. The gym and shower room are used by wards separately according to a schedule. Hairdresser services are used by wards separately according to the prison's organisation of work. (Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 5.7 Cable television, built-in radio, daylight, and wall contacts are turned on in cells at 6 a.m. and turned off at 10 p.m. It is up to the prison officer to make an exception for turning on or off the daylight. The night light is on 24/7 in the cell. The use of electricity and cable television may be allowed until 12 a.m. at the decision of the head of the unit or the senior prison officer present. (Amended with Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014 (supplemented by Directive No. 1-1/166 of 18 December 2015, entered into force on 1 January 2016 (Amended by Directive No. 1-1/132 of 7 December 2017, entered into force on 7 December 2017 (Amended by Directive No. 1-1/41 of 9 April 2018, entered into force on 10 April 2018)
- 5.8) (repealed by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)
- 5.9. Imprisoned persons can meet with the prison management, including the director, one day a month in the second week of every month. The contact person informs the imprisoned person of the exact meeting time. The imprisoned person can meet the prison management, including the director, if it is expedient and the submitted request (**Annex 11**) is justified.
- 5.10. Imprisoned persons committed to a punishment cell are allowed to change their clothing once a week. (Added by Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)



## 6. Roll-call

- 6.1. The order for the roll-call is given orally or through a public address system 10 minutes before the start of the roll-call so that the imprisoned person has time to prepare for it. The roll-call takes place in closed and open wards in the cell and, if necessary, in the workplaces of imprisoned persons.
- 6.2. During the roll-call, the imprisoned person must stand up when a prison service officer enters the cell, and stand properly dressed at the window of the cell facing the cell door or elsewhere as ordered by the prison service officer. Their bed must be made. Imprisoned persons (except persons held in custody) must wear prison clothing during the roll-call. (Amended with Directive No. 1-1/156 of 3 October 2016, entered into force on 10 October 2016)
- 6.3. The imprisoned person holds their hands on the sides during the roll-call. They must not lean against a wall or a bed, speak without the permission of the prison service officer, or otherwise obstruct the roll-call. The imprisoned person must turn off all the electrical equipment in the cell during the roll-call.
- 6.4. A prison service officer who carries out the roll-call checks the correspondence of the imprisoned person to the roll-call card. If necessary, the prison service officer will ask for additional information. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 6.5. The prison service officer who carries out the roll-call visually checks the physical condition of the imprisoned persons and the technical condition of the cell and the cell furnishings.
- 6.6. An imprisoned person on a long-term visit is counted in the long-term visit room. Clause 6.5. of these rules of procedure does not apply to an imprisoned person on a long-term visit. In addition, the imprisoned person does not have to stand next to a made bed during the roll-call.

## 7. Prohibited items

- 7.1. In addition to the items specified in section 64<sup>1</sup> of the 'Internal Rules of Prison', the following items corresponding to the characteristics described in subsection 18 (2) of the Imprisonment Act are prohibited for imprisoned persons on the basis of subsection 15 (4) of the Imprisonment Act:
  - 7.1.1. foodstuff and seasoning, plant-based products, and liquid, powdered, solid, and other substances acquired without the prison service (except for an imprisoned person who arrived from a house of detention); (amended by Directive No. 1-22/22 of 24 April 2017, entered into force on 1 October 2017 (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 7.1.2. wire, cable, cord, and other similar item or an item containing these elements, with the exception of the following items issued by the prison service or with the permission of the prison service: a shoelace attached to the footwear used for the intended purpose; lanyard for wearing a name tag; lanyard for wearing religious symbols; up to two metres long wires or cables necessary for the use of electrical equipment which have been acquired through the prison service or were with the person at the time of arrival in the prison; an article of clothing with rubber inside; band inside the clothing of the person in custody used for the intended purpose,
  - 7.1.3. ceramic, glass, or metal item or an item containing these elements, except for:
    - a wrist-watch purchased through the prison,
    - a nail clipper without nail file, up to 8 cm long;
    - a compact mirror in plastic casing whose diameter or diagonal, including the casing, is up to 10 cm;
    - an electrical device issued on the basis of a permit (razor or depilator for an imprisoned person who does not have a shaving device in the cell);
    - a shaving device without batteries for an imprisoned person who does not have a depilator or razor in their cell;
    - other items issued or authorised by the prison service; (Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

- 7.1.4. self-made items;
- 7.1.5. chewing gum;
- 7.1.6. foodstuff that has become unfit for consumption;
- 7.1.7. a precursor of a substance having a narcotic, psychotropic, or other narcotic effect, a mixture and a natural product containing 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 determined;
- 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 or purchased through the prison shop; (Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 7.1.10. medical aids, medical accessories, instruments, or devices, except if prescribed by the prison medical officer;
- 7.1.11. mobility aids, except if permitted or issued by the prison medical officer;
- 7.1.12. aroma emitting substance and item, except toiletries and cleaning products purchased through the prison service or issued by the prison;
- 7.1.13. toilet paper, napkins, cotton pads, cleaning cloth, sponge, etc., except items acquired through the prison or taken to the prison;
- 7.1.14. condoms, except condoms issued by the prison service;
- 7.1.15. electronic cigarette;
- 7.1.16. a substance, device, or item used in tattooing, except five blue ballpoint pens;
- 7.1.17. electric toothbrush, a shaving device with batteries, hair clipper, and other such devices which can easily be used as a tattoo machine, except a depilator or razor for an imprisoned person who does not have a shaving device in the cell;
- 7.1.18. art and office supplies, writing and drawing tools, except plastic paperclips acquired through the prison; items issued by the school; a transparent ballpoint blue pen, coloured pencils, and an ordinary pencil acquired through the prison or brought by the imprisoned person upon arrival at the prison. The total number of listed writing instruments can be 50; eraser; a soft, flexible, and transparent ruler purchased through the prison service, up to 30 cm long – 1 pc (Amended with Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021 (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.19. office equipment, except a calculator issued by the prison or acquired through the prison; (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 7.1.20. document recorder, covers, and film pocket, except document folders with transparent soft covers that do not contain metal parts; (amended by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)
- 7.1.21. Photo and stamp albums, photo frames;
- 7.1.22. periodicals and their clippings, crossword puzzle books, catalogues, etc., similar items,

which have not been acquired through the prison service or issued by the prison service, except for periodicals sent in parcels to persons held in custody. a reasonable number of daily newspapers and magazines in their native language may be sent to an imprisoned person of a foreign country by post if the prison does not provide the imprisoned person with newspapers or magazines in their native language; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

- 7.1.23. musical (greeting) card, 3D card (amended by Directive No. 1-1/41 of 9 April 2018, 10/04/2018)
- 7.1.24. items, the intended use of which requires the covering of surfaces, building elements, etc.;
- 7.1.25. toys and games, except dominoes, checkers, chess, or backgammon which have been acquired through the prison or brought by the imprisoned person upon arrival at the prison;
- 7.1.26. electrical devices with a power exceeding 1.2 kW and which were not acquired through the prison service or taken by the imprisoned person upon arrival at the prison; (Amended with Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)
- 7.1.27. a television with a diagonal of more than 61 cm (24"); (Amended with Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)
- 7.1.28. power supply, except batteries acquired through the prison service;
- 7.1.29. non-functioning, self-repaired electrical and electronic device with signs of modification or damage, such a part of the device, and device from which the part has been removed;
- 7.1.30. signal or broadcast transmitter or receiver and their accessories, except the radio built into the cells, a television issued with the permission of the prison service and acquired through the prison or brought by the imprisoned person upon arrival at the prison;
- 7.1.31. computers and other devices that can be used or modified to access the internet;
- 7.1.32. data medium and reader, except paper;
- 7.1.33. digital or electronic game and game console;
- 7.1.34. scale;
- 7.1.35. coat hanger;
- 7.1.36. women's clothing for male imprisoned persons;
- 7.1.37. caps;
- 7.1.38. footwear with heels over 3 cm high, metal reinforcements, and platform soles (3 cm) or otherwise dangerous footwear, as well as special purpose footwear, except footwear issued or permitted by the prison service for the performance of work duties or orthopaedic shoes prescribed by the medical officer; (supplemented by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.39. carrier bag, suitcase, box, case, jug, plastic tray, etc., an item for storing items, v.a except the following items:
  - a bag permitted or issued by the prison service;
  - a water filter jug acquired through the prison service, together with a water filter acquired through the prison;
  - a plastic soap box, toothbrush box, and denture box acquired through the prison service or brought by the imprisoned person upon arrival in prison;
  - five paper bags for personal use of the imprisoned person;
  - up to three transparent plastic storage boxes. One box can hold up to 1 litre;
  - case for glasses with cleaning cloth if the imprisoned person has glasses in the cell and a denture box if the imprisoned person has dentures in the cell.(Amended with Directive No. 1-1/64 of 31 May 2021, entered

into force on 1 June 2021 (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

- 7.1.40. umbrella;
- 7.1.41. clock, except a wrist-watch purchased through the prison;
- 7.1.42. sunglasses, except if prescribed by the prison medical officer;
- 7.1.43. blinders (except blinders acquired through the prison); (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.44. ear plugs and headphones;
- 7.1.45. more than one set of prayer beads;
- 7.1.46. fake weapon or imitation;
- 7.1.47. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.48. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.49. personal items for similar purposes provided by the prison (excluding disposable cutlery purchased through the prison); (supplemented by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.50. other items not mentioned in this directive/list, the proper search of which is time-consuming, may result in the items losing their hygienic properties, or break the items easily, as well as items which are not necessary in the prison or can be replaced with other permitted items;
- 7.1.51. clothing and footwear not issued by the prison service or not purchased from the prison store, except for items that arrived in a package to the person held in custody;
- 7.1.52. fan;
- 7.1.53. pressurised bottles, plastic bottles, the total volume of which exceeds six litres, and bottle caps (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.54. clothing, footwear, or other items adapted to hide prohibited items; (Added by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)
- 7.1.55. smokeless tobacco products (e.g. chewing tobacco, snuff, tobacco for oral use), tobacco-related products, and products containing nicotine; (Added by Directive No. 1-1/55 of 24 April 2017, entered into force on 24 April 2017 (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.56. publications, reproductions, manuscripts, etc. which contain descriptions of the tactics and methodologies of prison supervision and security, criminogenic risk assessment, or responding to emergency events; (Added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 7.1.57. envelopes lined with bubble wrap or corrugated cardboard. (Supplemented by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

## 8. Personal effects

### 8.1. General provisions

- 8.1.1. The imprisoned person has the right to keep personal effects or items given to them by the prison in the living ward or in the storage of the personal effects of the imprisoned persons (hereinafter *the storage*).
- 8.1.2. In order to be issued items from the storage or deposit them in the storage, the imprisoned person submits a formal request to the prison service officer (Annex 2). The inspector-

contact verifies checks the content of the request and decides whether to issue the items from the storage or deposit them in the storage (except for electrical devices and leisure equipment). Personal articles of clothing that the imprisoned person wishes to deposit in the storage from the cell upon request must be clean. The storage has the right to refuse to accept dirty and smelly items.

(Amended with Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)

8.1.3. (Repealed by Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)

- 8.1.4. In order to send personal effects out of the prison, the imprisoned person must fill out the request form (**Annex 6**). The request is approved by the contact person.
- 8.1.5. If an imprisoned person is transferred from Viru Prison to another prison, a police detention cell, or another cell, or if they are released, they must take all items that belong to them and that were issued to them from the cell.
- 8.1.6. The imprisoned person has the right to keep the following toiletries in the cell:
- 8.1.6.1. two bottles of shampoo;
  - 8.1.6.2. two bottles of conditioner;
  - 8.1.6.3. two bottles of shower gel;
  - 8.1.6.4. four soaps; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 8.1.6.5. 12 rolls of toilet paper; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 8.1.6.6. two tubes of toothpaste;
  - 8.1.6.7. face, foot, and body cream – two pcs of each item; (amended by Directive No. 1-1/68 of 13 June 2017, entered into force on 1 July 2017)
  - 8.1.6.8. two deodorants (without alcohol);
  - 8.1.6.9. two shaving creams or gels;
  - 8.1.6.10. one bottle of dish-washing detergent;
  - 8.1.6.11. one pack of washing powder;
  - 8.1.6.12. hair brush or plastic comb (up to 25 cm long) – one brush or comb;
  - 8.1.6.13. hair dye for a female imprisoned person – two packs;
  - 8.1.6.14. mascara for a female imprisoned person – one mascara. (Clauses 8.1.6.12–8.1.6.14 added by Directive No. 1-1/68 of 13 June 2017, entered into force on 1 July 2017)
  - 8.1.6.15. two tubes of denture adhesive; (added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 8.1.6.16. lens solution (if contact lenses are used in the cell with the permission of the medical officer) – two bottles (added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 8.1.6.17. toothbrush – two toothbrushes; (added by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
  - 8.1.6.18. disposable razor – 7 pcs; (added by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
  - 8.1.6.19. razor with replaceable blades – 1 pc and razor blades – 4 pcs (added by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
  - 8.1.6.20. wash basin acquired through the prison – 1 pc. (Supplemented by Directive No. 1-

1/24/47 of 2 April 2024, entered into force on 15 April 2024.)

- 8.1.7. The toiletries, body care and cleaning products, foodstuffs, dry goods (including tea and coffee), medicinal products, and lighters and matches of the imprisoned persons are not deposited in the storage. (Supplemented by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 8.1.8. The imprisoned person has the right to keep in their cell (in the refrigerator in the open ward) deposit packages (e.g. a plastic container) with a total volume of up to six litres. If the prison allows the imprisoned person to use the prison store service once a month due to work arrangements, the imprisoned person may keep the above-mentioned packages in the above-mentioned places with a total volume of up to nine litres. This does not apply if the imprisoned person, for whatever reason, uses the store service less often than the prison allows. The imprisoned person must hand over the empty packages to the waste management of the prison. (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.2. The imprisoned person is prohibited from:
- 8.2.1. disposing personal effects without the permission of the prison. An imprisoned person who submits a request to the storage of personal effects to remove their personal effects from the register of imprisoned persons must also submit the items to be removed with the request, except underwear and socks. The basis for the removal of items is the request of the imprisoned person and the submitted items to be removed. The imprisoned person who submitted the request is responsible for the conformity of the removed items and the content of the request;
  - 8.2.2. transferring, sending, or making available to others items for their own personal consumption, as well as acquiring, borrowing, or taking from others items that are allowed for personal consumption by others for temporary use or items that do not belong to the anyone (except with the permission of the cellmate to watch their television or listen to their radio in the cell);
  - 8.2.3. having items upon arrival from the house of detention that they did not have with them when they left the prison and which they have not received in accordance with the procedure for acquiring items in the house of detention;
  - 8.2.4. owning and using self-made electrical devices;
  - 8.2.5. having electrical devices with a power of more than 1.2 kW in the cell;
  - 8.2.6. repairing or rebuilding electrical devices, as well as removing or otherwise damaging security stickers installed by the prison. If the device breaks or the security sticker of an electrical device equipped becomes unusable, the imprisoned person must hand it over to the prison service immediately. Electrical devices that have been damaged, altered, rebuilt, become dangerous due to operation, or the safety stickers of which have been damaged will be taken away and deposited in storage;  
(Amended with Directive No. 1-1/89 of 26 September 2019, entered into force on 01 October 2019)
  - 8.2.7. keeping more than five personal books in the cell; (Added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 8.2.8. having more foodstuff than can be purchased with using the prison service two times;  
(Added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 8.2.9 keeping used beverage deposit packages with them longer than until the next store day and other empty packages longer than until the next waste drop-off day. (Added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.3. Clothing permitted in exceptional circumstances
- 8.3.1. The imprisoned person (except a person held in custody may keep in the cell personal clothing in the following quantities:
    - 8.3.1.1. underwear – in a reasonable amount; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
    - 8.3.1.2. socks – in a reasonable quantity; (amended by Directive No. 1-1/27 of 25 February



2022, entered into force on 1 March 2022)

- 8.3.1.3. four pairs of footwear;
- 8.3.1.4. two sets of personal long underwear, including while being committed to a punishment cell. Long underwear is allowed to be worn only under long clothing issued to the imprisoned person by the prison. In the punishment cell, the imprisoned person is allowed to wear long underwear under the punishment cell clothing. Long underwear must not be visible under the clothing (except in the punishment cell) that the prison has issued to the imprisoned person. Long underwear means long-sleeved and long-legged articles of clothing that are tight against the body and do not have fasteners, cords, or other additional elements. Long underwear is not worn as outerwear. (Amended with Directive No. 1-1/101 of 08 July 2015, entered into force on 14 July 2015)
- 8.3.1.5. one pair of gloves (except sports gloves), including while being committed to a punishment cell. Gloves are not allowed to be worn inside the prison. (Added by Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014 (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.3.1.6 up to three hair elastics acquired through the prison service on the basis of an application. (Added by Directive No. 1-1/64 of 31 May 2021, entered into force on 01 June 2021)

8.3.2. A person held in custody may keep in the cell personal articles of clothing in the following quantities:

- 8.3.2.1. underwear – in a reasonable quantity; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.3.2.2. socks – in a reasonable quantity; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.3.2.3. one jacket or leather/denim jacket (without metal or rivet decorations) – 1 pc;
- 8.3.2.4. gloves – one pair (except sports gloves);
- 8.3.2.5. scarf – 1 pc;
- 8.3.2.6. T-shirts – 4 pcs in total; (amended by Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021 (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.3.2.7. shirt or shirt with long sleeves – 2 pcs; (amended by Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)
- 8.3.2.8. footwear – four pairs (at the choice of the person held in custody, except football shoes and pointed or high-heeled footwear);
- 8.3.2.9. trousers (short or long) – four pairs; (Amended with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 8.3.2.10. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.3.2.11. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 8.3.2.12. long sports suit (sweatpants and sweatshirt) – two sets;
- 8.3.2.13. (Repealed with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 8.3.2.14. hat – 1 pc;
- 8.3.2.15. sweater or fleece jacket or polo or sweater – 2 pcs;
- 8.3.2.16. vest (without metal decorations) – 1 pc;
- 8.3.2.17. two sets of personal long underwear, including while being committed to a punishment cell. Long underwear is allowed to be worn under personal long clothing. In the punishment cell, the person held in custody is allowed to wear

long underwear under the punishment cell clothing. Long underwear must not be visible under the personal clothing of the person held in custody (except in the punishment cell). Long underwear means long-sleeved and long-legged articles of clothing that are tight against the body and do not have fasteners, cords, or other additional elements. Long underwear is not worn as outerwear. (Amended with Directive No. 1-1/101 of 08 July 2015, entered into force on 14 July 2015)

In addition, the following items are allowed for women:

8.3.2.18. bras – in a reasonable quantity; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

8.3.2.19. warm tights – two pairs;

8.3.2.20. night clothes (pyjamas or nightgown) – 2 pcs;

8.3.2.21. hair tie – 3 pcs;

8.3.2.22. plastic headband – 1 pc;

8.3.2.23. hair brush – 1 pc;

8.3.2.24. skirt – 1 pc (length – at least knee height).

8.3.3. The person held in custody submits a request to be provided with clothing (**Annex 3**) to the contact person on the basis of subsection 93 (1) of the Imprisonment Act. If the person does not want to wear personal clothing, they must give the personal clothing from the cell proportionally to the prison clothing issued to them and deposit the personal clothing in the storage.

8.3.4. If an imprisoned person is committed to a punishment cell, their personal effects are deposited in the storage of the punishment cell.

8.3.5. The person held in custody may have one personal plastic washing bowl in the cell. (Added by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)

8.3.6 The imprisoned person can have two floor cloths in the cell. (Added by Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014)

#### 8.4. Specifications of applying for and using an electrical device

8.4.1. The imprisoned person has the right to submit a formal request (**Annex 5**) to the prison service officer to be issued electrical equipment from the storage. If the imprisoned person has received permission to use the electrical device and given the electrical device from the cell to storage or repair, then the imprisoned person submits a request to the storage to have the electrical device in their cell (**Annex 2**). The costs of using electrical equipment are covered by the imprisoned person. If one imprisoned person already has a television in the cell, the second imprisoned person will not be given a television due to the lack of technical possibilities.

8.4.2. The imprisoned person has the right to use personal electrical devices that are manufactured by a factory, not modified or rebuilt, in working order, equipped with prison security stickers, and that meet the standards for electrical devices established in the Republic of Estonia. The imprisoned person can purchase a television cable (up to 1.5 m long) through the prison store if they have a valid permission to use a television or if their request for the purchase of an electrical device has been approved. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

8.4.3. The prison is not responsible for damage to electrical equipment caused by power interruptions, changes in voltage, or technical failures of electrical equipment, except for damage caused by illegal activities of the prison.

8.4.4. The imprisoned person must use the electrical equipment given to them in accordance with the instructions for use that came with the electrical equipment and in accordance with the rules of procedure and other legislation, without disturbing other imprisoned persons, the performance of the duties of prison officials, and the daily work organisation of the prison. The imprisoned person must use the television, kettle, etc. issued to them only in the cell



where they are placed, and they are prohibited from giving the electrical device to another imprisoned person. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

- 8.4.5. If a violation is detected during the use of an electrical device or if the imprisoned person has not paid the costs associated with the use of the electrical device, the prison service officer has the right to immediately take away the electrical device from the imprisoned person. The inspector-contact person decides whether to invalidate the right to use the electrical device granted to the imprisoned person and deposit the electrical device in storage. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)
- 8.4.6. The imprisoned person may, at their own expense, send household electronics that are not in working order to a service company for repair through the prison on the basis of a request (**Annex 24**).

## 9. Provision of food for imprisoned persons

- 9.1. Food is provided to the imprisoned persons in accordance with regulation No. 150 of 31 December 2002 of the Minister of Social Affairs of 31 December 2002 'Food norms in detention facilities'.
- 9.2. The need for additional and dietary nutrition is determined by a medical professional. They also decide if temporary special nutrition has to be provided to an imprisoned person due to an illness (e.g. 'soft' food after surgery, etc.). If the imprisoned person wants to eat meat-free food they turn to the unit and is put on a meat-free diet. (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 9.3. In order to give up food, the imprisoned person submits a written request to the director of the prison (**Annex 20**). If the imprisoned person gives up food orally, it is fixed with a report by the prison service officer.
- 9.4. In order to be provided food again, the imprisoned person submits a request (**Annex 21**). The imprisoned person will be provided prison food again starting from the next meal as of submitting the request.
- 9.5. If necessary, the prison can replace regular food with a pack of dry food.
- 9.6. All portions of the food provided for in the menu are provided to the imprisoned person during the meals provided. (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 9.7. As a rule, food is provided to the imprisoned person in the cell.
- 9.8. The distribution of food is carried out by an assistant (who is an imprisoned person) of the prison service official under the supervision of the prison service officer.
- 9.9. The prisoner's food utensils are in the cell (2 bowls, 2 mugs and a spoon). If the imprisoned person does not use the dishes as intended, the dishes will be taken away from them and food will be provided in disposable plastic containers instead. (Amended with Directive No. 1-1/46 of 17 March 2015, entered into force on 27 March 2015 (amended by Directive No. 1-1/41 of 09 April 2018, entered into force on 1 May 2018) (Amended by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024.)
- 9.10. Food is issued to the prisoner in a food container provided by the prison. The food is served in one bowl. The imprisoned person must receive the food prescribed for them themselves. (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 9.11. Imprisoned persons are prohibited from handing over food provided to them to another imprisoned person. (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 9.12. The imprisoned person washes the dishes. The prison service officer has the right to prohibit the provision of food in dishes that do not meet hygiene requirements.
- 9.13. Eating and drinking outside the cell is prohibited, unless it arises from the organisation of work of the prison. (Amended by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

2024)

- 9.14. Lunch and dinner for imprisoned persons working in the production building and in practical training is generally provided in the canteen of the production building. The imprisoned person who distributes the food eats in the production building. Imprisoned persons staying in the training centre of the P-building in accordance with the schedule have lunch in the cell. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)
- 9.15. If they have complaints about the quality of the food, the imprisoned person must immediately inform the floor guard or senior guard. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

## 10. Waste management

- 10.1. The imprisoned person must separately collect their paper and cardboard waste, packaging waste, and mixed waste. They must also remove them from the cell at the prescribed time. Packaging waste must first be cleaned by the imprisoned person. The prison issues guidance materials for the sorting of waste, provides imprisoned persons with one waste basket for municipal waste in the cell, and monitors the sorting of waste. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)
- 10.2. Unusable and disposable batteries must be handed over by the imprisoned person to the prison service officer, who will place them in the designated container.

## 11. Matters concerning living conditions

### 11.1. Resolving issues concerning living conditions in the prison

- 11.1.1. The imprisoned person addresses their problem verbally to the officer designated by the head of the unit. The officer will identify the nature of the problem and, if necessary, forward the problem electronically to another structural unit (medical, probation, information and investigation, supervision, or administrative ward) or, if the situation so requires, ask the imprisoned person to submit it in writing. (Amended with Directive No. 1-1/101 of 8 July 2015, entered into force on 14 August 2015)
  - 11.1.1.1. The prisoner has the right to submit appeals to the prison electronically via the prisoner portal (VaPo). The information management service registers the electronically submitted appeal in the document management system and forwards it to the appropriate structural unit for resolution. When submitting an electronic appeal, it is not necessary to submit an appeal of the same content in paper form. The prison does not mediate electronically submitted appeals when communicating with other institutions. When communicating with other institutions, the prisoner must submit the appeal directly to the addressee. (Supplemented with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 11.1.2. Prison service officers provide application forms to the imprisoned persons during the evening roll-call. The imprisoned persons usually submit their applications to the prison officer during the morning roll-call. (Amended with Directive No. 1-1/41 of 9 April 2018, entered into force on 10 April 2018)
- 11.1.3. The application of the imprisoned person must be written in clearly legible handwriting. The application must include the name and cell number of the imprisoned person, the clearly expressed content of the application, and, if necessary, documents justifying the application. The imprisoned person submitting the application signs the application and writes down the date of submission.
- 11.1.4. The imprisoned person has the right to submit applications only in the official language and only in their own name.
- 11.1.5. The deadline for responding to the written application is generally 30 days, unless otherwise provided by law.
- 11.1.6. If the imprisoned person is placed in a closed cell or in other situations where the urgent intervention of a prison service officer is necessary in order to resolve the incident, the imprisoned person can notify the prison service of the emergency via the cell terminal. In order to carry out legal administrative and judicial proceedings and to ensure the rights of

the parties to the proceedings, calls made via the cell terminal may be recorded. (Added by Directive No. 1-1/120 of 17 June 2014, entered into force on 1 July 2014 (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022))

## 11.2. Keeping laundry and footwear in order

- 11.2.1. The imprisoned person must ensure the cleanliness of their personal clothing.
- 11.2.2. Washing and repairing bedding, towels, prison uniforms, and work clothing issued by the prison is free of charge.
- 11.2.3. Up to 50% of issued prison clothing can be washed at once, i.e. two T-shirts, one pair of shorts, one jacket, one pair of trousers, and a knitted hat. The jacket is washed when necessary, but not more often than once every six months. Clean prison clothing is generally returned to the imprisoned person after one week. (Supplemented with Directive No. 1-1/92 of 21 May 2013, entered into force on 01 June 2013)
- 11.2.4. Underwear, socks, leather and fur items, and outerwear are not accepted Outerwear may be washed in exceptional cases if the imprisoned person confirms with their signature in the application that they been informed of the possible consequences of washing the items (shrinking, change of colour, wrinkling of the material).
- 11.2.5. The prison provides the imprisoned person with a change of bedding, towels, and prison clothing generally every fourteen days. The blanket, pillow, and mattress are changed if necessary. In justified cases, the imprisoned person has the right to request a change of pillow, blanket, bedding, or mattress. If the imprisoned person is unable to stay in their cell during the change of bedding, they will place the dirty bedding folded at the foot of the bed in a visible place. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)
- 11.2.6. The costs for purchasing the means necessary for washing personal clothing are borne by the imprisoned person. Detergents can be purchased from the prison store.
- 11.2.7. The imprisoned person may ask the prison service to take their personal clothing to a laundry providing services to the prison. In this case, the imprisoned person must pay for the laundry in accordance with the established price list.
- 11.2.8. In order to receive a service provided or mediated by the prison, the imprisoned person submits a written request, indicating all the necessary information about the service, as well as confirmation that they agree to the terms and conditions of the service established by the prison and consent to the deduction of the amount paid for the service from their personal account. The name, personal identification number, and cell number of the imprisoned person must be stated in the application. (Amended with Directive No. 1-1/110 of 28 July 2016, entered into force on 01 August 2016)
- 11.2.9. In order to prevent the spread of infectious diseases or parasites, the prison organises the disinfection or destruction of the personal effects of the imprisoned person or the items issued to them by the prison. The prison is not liable for the damage caused due to the destruction or disinfection of items. ((Added by Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)
- 11.2.10. Through the prison service, prisoners can use a shoe repair service to repair their personal footwear on the basis of a price list. Prisoners with an average balance of spare funds less than 9.59 euros in their internal personal account in the three calendar months preceding the request, taking into account the initial balance of the period, do not have to pay for the repair of shoes. (Added by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 11.2.11. In order to have their personal shoes repaired, prisoners have to submit a request (Annex 26), in which they indicate their name, cell number and sector and describe the shoes in need of repair and the reason for repair. (Added by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)
- 11.2.12. Before the shoes are repaired, the feasibility of the repair is assessed and the prison will take a photo of the shoes. Repairs of prisoners' shoes are not covered by warranty. (Added by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

11.3. Need-based provision of toiletries (Amended by Directive No. 1-1/166 of 18 December 2015, entered into force on 1 January 2016)

- 11.3.1. A low-income imprisoned person who does not have the necessary toiletries and does not have the money to purchase them may submit a request to be issued toiletries. The request (**Annex 4**) must be clearly legible and contain the name (in block letters) and date of birth of the imprisoned person, a list of toiletries they need, building designation, and cell number.
- 11.3.2. The toiletries that the prison issues based on need are toilet soap, household soap, toothpaste, toothbrush, disposable razors, and menstrual pads for female imprisoned persons.
- 11.3.3. The request of the imprisoned person to receive the necessary toiletries will be granted if they have less than 15 euros available in their personal account in the three months preceding the submission of the request, taking into account the beginning and end balance of the period. On the basis of a positive decision, the imprisoned person will be issued the requested toiletries. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 11.3.4 Invalid
- 11.3.5 Invalid

(Amended with Directive No. 1-1/166 of 18 December 2015, entered into force on 1 January 2016)

11.4. Articles of clothing

- 11.4.1. If necessary, the imprisoned person can request from the prison articles of clothing that are allowed to them in the prison by submitting a request to the contact person (**Annex 3**). When processing the request, the justification (need) of receiving the requested articles of clothing and the money available in the personal account of the imprisoned person is taken into account. If the three-month average balance of available money of the imprisoned person is greater than the cost of the item requested, the request will generally not be granted. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

11.5. Maintenance of the premises

- 11.5.1. The imprisoned person is required to comply with the requirements of personal hygiene, keep their clothing and bedding tidy and clean, keep their cell (including the toilet) and the non-work rooms of the ward clean, make up their bed after the wake-up, and keep it tidy throughout the day. The imprisoned person is required to wear proper clothing from wake-up to lights-out. Imprisoned persons are prohibited from hanging curtains in front of their bed, setting up beds in non-work rooms or service rooms, or changing beds with other imprisoned persons without the permission of a prison officer.
- 11.5.2. The prison officer gives the imprisoned persons the cleaning tools and supplies necessary for washing and maintaining the cell. To receive other cleaning tools and supplies necessary for the maintenance of the cell, they must apply to the prison service officer.

11.6. Reserving money for services

- 11.6.1. Through the prison, the imprisoned person can use various services (including laundry, making copies), a long-term visit room, and permitted electrical equipment, for which the imprisoned person must pay from their personal account.
- 11.6.2. The imprisoned person must keep records to ensure that the amount required for the payment of service is available in their account.
- 11.6.3. The amount reserved for the services is deducted from the personal account of the imprisoned person on the last working day of each month.

11.7. Money transfers

- 11.7.1. The imprisoned person can make bank transfers through the prison (pay state fees, transfer money to relatives, etc.). Bank transfers are made by the maintenance ward specialist.

- 11.7.2. The state fee is paid from the personal account of the imprisoned person as soon as possible after the administrative ward has received the duly completed application of the imprisoned person.
- 11.7.3. Pursuant to section 54 of the 'Internal Rules of Prison', the duly completed application must contain all the necessary details for the transfer: the name of the recipient, the current account number of the recipient, the reference number if necessary, the amount of the amount to be transferred in numbers and words, and, if necessary, the explanation, date, and signature.

## 12. Smoking in the prison

(Amended with Directive No. 1-1/69 of 29 April 2016, entered into force on 16 May 2016 (amended by Directive No. 1-1/68 of 13 June 2017, entered into force on 1 July 2017 (amended by Directive No. 1-1/102 of 16 August 2017, entered into force on 1 September 2017 (amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

## 13. Visits and telephone calls

### 13.1. Short-term visit

- 13.1.1. For a short-term visit, the person visiting the imprisoned person must register either by phone (phone number 663 7946) or electronically (email kokkusaamine.viruv@just.ee), or the imprisoned person must submit a written request (Annex 14) at least five working days before the requested visit. The person visiting the imprisoned person or the imprisoned person must notify the prison at least five working days before the visit about the cancellation of the short-term visit or the change of the names of the persons visiting the imprisoned person. It is possible to register by phone on Tuesday and Thursday from 14:30 to 16:00. The following month's visits are registered from the 20th day of the month.

(Amended with Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019) (Amended with Directive No. 1-1/24/47 of 2 April, entered into force on 15 April 2024)

- 13.1.2. Short-term meeting times are based on the prison's schedule, which is announced to prisoners through internal communication (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

13.1.2.1. Invalid (Repealed with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

13.1.2.2. Invalid (Repealed with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

- 13.1.3. At least 40 minutes before the start of the time set for the visit, the person visiting the imprisoned person must fill out a request for a short-term visit and present a valid identity document to the prison service officer.

- 13.1.4. To identify a child under the age of 8, it is sufficient to present a birth certificate. A child between 8 and 15 years of age must have an identity document with a photo (passport, student card, identity card (ID-card), etc.). A child over 15 years of age must have an identity document within the meaning of the Identity Documents Act (e.g. identity card (ID-card), passport, etc.). (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

- 13.1.5. The person visiting the imprisoned person will deposit the items that are not allowed to the imprisoned person at the prison for the duration of the visit.

### 13.2. Long-term visit

(Amended with Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)

- 13.2.1. Long-term visits take place in accordance with the schedule prepared by the prison. (Amended with Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014)

- 13.2.2. The imprisoned person submits a request for a long-term visit to the inspector-contact



person from the first to the fifth date of the month preceding the visit. (Amended with Directive No. 1-1/46 of 17 March 2015, entered into force on 27 March 2015)

- 13.2.3. A person requesting a long-term visit for the first time must provide documentary evidence of the right arising from subsection 25 (2) of the Imprisonment Act.
- 13.2.4. Visitors arriving for a long-term visit must present a valid identification document. In order to identify a child under 8 years of age, the parent must present the birth certificate of the child. A child between 8 and 15 years of age must have an identity document with a photo (passport, student card, identity card (ID-card), etc.). A child over 15 years of age must have an identity document within the meaning of the Identity Documents Act (e.g. identity card (ID-card), passport, etc.).
- 13.2.5. The price list for visits is drawn up by the prison service officer on the basis of the tariffs established by the regulation of the Minister of Justice. The price list is approved by the director of the prison. The visit expenses must be paid before the start of the visit.
- 13.2.6. If the imprisoned person wants to pay the costs of the visit, they submit a request to the administrative ward, which deducts the estimated amount from their personal account.
- 13.2.7. The imprisoned person is searched before and after the long-term visit and subjected to a drug test in the medical ward. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 13.3. (Repealed by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)
- 13.4. A person suspected of being intoxicated or under the influence of a narcotic or psychotropic substance, as well as a person who does not obey the lawful orders of a prison officer, addresses a prison officer with insulting, threatening, rude, or slanderous expressions, or tries to bring items prohibited in the prison to the visit after familiarising themselves with the legislation regulating the internal order of the prison will not be allowed to the visit.
- 13.5. The prison has the right to interrupt the visit (except with the criminal defence counsel) if the parties to the visit violate the legislation governing the internal order of the prison or generally accepted moral standards in society or compromise the security of the prison.
- 13.6. The prison has the right to verify the presence and condition of the imprisoned person and the person visiting them during the visit. The presence of the imprisoned person is verified every day between 8 a.m. and 8.45 a.m. and 8 p.m. and 8.45 p.m.
- 13.7. The visit can be terminated before the scheduled end of the visit at the request of the person visiting the imprisoned person or the imprisoned person.
- 13.8. After the long-term visit, it is forbidden for the imprisoned person to bring with them items or substances that they did not have before the visit. The imprisoned person is allowed to bring with them foodstuff to a long-term visit in the amount that they consume during the visit. It is forbidden to bring unused foodstuff back to the living ward after the visit. The foodstuff will be destroyed. (Supplemented with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 13.9. Telephone calls
  - 13.9.1. Telephone calls in closed wards
    - 13.9.1.1. The prison ensures that imprisoned persons can use the telephone at least once a week. The times for using the telephone are specified in the schedule.
    - 13.9.1.2. Imprisoned persons can ask to use the telephone from the officer organising the use of the telephone, usually during the evening roll-call of the working day before the call. Based on the requests (Annex 17), a call schedule for the next day is drawn up. The officer organising the use of the telephone has the right to change the call schedule in accordance with the needs of the prison. In the request, the imprisoned person (except for a person held in custody) states their first and last name, cell number, the person or institution to whom/which the imprisoned person wishes to call (if the information has not been provided previously), the preferred time to use the telephone, other important information, and the date of submission of the request. In the request, the person held in custody states their and last name, cell number, the preferred time for using the telephone, other important information, and the date of submission of the request.

(Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)

13.9.1.3. An imprisoned person whose freedom of communication has been restricted must submit a request to use the telephone at the latest during the evening roll-call preceding the day of the call. In the request, in addition to their own data, they must indicate the names and phone numbers of the persons they want to call. The prison service verifies the veracity of the data provided. If the imprisoned person has submitted a request to call a person with whom they are not allowed to communicate, the prison officer organising the use of the telephone will explain the reason for refusing to allow them to make the call. If the phone call is allowed, the prison service officer organising the use of the telephone dials the phone number.

13.9.1.4. A prisoner who has submitted a proper request to use the phone in time is allowed to make a call once for at least 10 minutes at the time specified in the daily schedule. (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

#### 13.9.2. Telephone calls in open wards

13.9.2.1. In open wards, it is allowed to use the telephone at the time indicated in the schedule. If the imprisoned person wants to call state agencies, local governments, or the criminal defence counsel at any other time, they must submit a request no later than the working day before the call. If the open ward is locked, the procedure for calling during locking is specified in the locking directive. (Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013 (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

13.9.2.2. An imprisoned person working in the production building and in practical training is allowed to call state agencies, local governments and the officials thereof, and the criminal defence counsel from the payphone located on the ground floor of the production building based on a previously submitted telephone call request, which is submitted to the prison service officer during the morning roll-call of the same day. (Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)

13.9.2.3. The provisions of clause 13.9.1.2. apply to an imprisoned person whose freedom of movement during the time specified in the schedule has been restricted, who is committed to a punishment cell or a separate locked cell, or who has been placed in a separate cell due to a serious disciplinary offence. (Added by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)

13.9.3. (Repealed by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)

13.9.4. The imprisoned person is prohibited from giving or making known to another imprisoned person the number and PIN code of the calling card issued to them by the prison. It is also forbidden for the imprisoned person to use the number and PIN code of the calling card issued by the prison to another imprisoned person. (Added by Directive No. 1-1/46 of 17 March 2015, entered into force on 27 March 2015)

### 14. Prison leave and prison leave under supervision

#### 14.1. Prison leave

14.1.1. Only an imprisoned person may request a prison leave. A request for a prison leave and a prison leave plan (**Annex 18**) can be submitted once a month. The request is submitted during the first five working days of the month prior to the prison leave. The request must include basic data, a substantial and justified prison leave plan for each requested day, the address where the imprisoned person will mainly be staying, the exact addresses of the persons and companies to be visited, and the telephone numbers of the persons to be visited. A prison leave plan submitted with incomplete data, which does not allow the prison to verify the purposefulness of the movement or the prison leave of the imprisoned person,

may be the basis for denying the leave.

- 14.1.2. The prison leave is calculated based on the year of imprisonment (the year is counted from the beginning of the sentence).
- 14.1.3. In order to receive cash, the imprisoned person makes a written request (**Annex 19**) to reserve money from their personal account, which will be issued to them for the prison leave no later than three working days before the leave. In order to receive an identity document or other important document from the file for the prison leave, the imprisoned person submits a written request. The requested documents and cash are given to the imprisoned person before leaving the prison.
- 14.1.4. During the prison leave, the imprisoned person must be available at the addresses and times specified in the prison leave certificate or the prison leave permission directive. This may be verified by the prison service or police officers. The imprisoned person must report regularly to the chief specialist-steward of the prison at 10 a.m. and 10 p.m. every day of the prison leave. The imprisoned person must notify the chief specialist-steward immediately of extraordinary circumstances and changes to the prison leave plan or their location.
- 14.1.5. During the prison leave, the imprisoned person is prohibited from possessing and using alcoholic, narcotic, toxic, and psychotropic substances. Other restrictions are established in the prison leave permission directive.
- 14.1.6. The imprisoned person who has returned from the prison leave is prohibited from bringing into the prison items that they did not take with them on the prison leave, except for items acquired with the permission of the prison officer. The imprisoned person can take personal effects (including items prohibited in the prison deposited in the storage) that they do not want to keep in the prison.
- 14.1.7. If the imprisoned person has cash with them when they return from the prison leave, which they voluntarily give to the prison service officer, the amount is transferred to their personal account. The deductions provided for in subsection 44 (2) of the Imprisonment Act are made from the amount that exceeds the amount taken for the prison leave.
- 14.1.8. When processing a request of an imprisoned person for prison leave in the case of an emergency, the general conditions for prison leave are applied with the exceptions given in subsection 32 (5) of the Imprisonment Act and subsection 79 (2), subsection 80 (3), and subsection 81 (2) of the Internal Rules of Prison.
- 14.1.9. For an extraordinary prison leave or prison leave under supervision, the imprisoned person submits a written request to the contact person (**Annex 11**) where they note all the information necessary for the prison leave or prison leave under supervision and adds documents. For prison leave under supervision, the imprisoned person submits a written consent to cover the associated costs. The costs are calculated in accordance with the procedure stipulated in the Internal Rules of Prison and on the basis of the approved price list.

## 14.2. Prison leave under supervision

- 14.2.1. For prison leave under supervision, the imprisoned person submits a written request with the necessary documents. On the request, they note all the data necessary for the prison leave under supervision, including their consent to cover the associated costs. The costs are calculated in accordance with the procedure stipulated in the 'Internal Rules of Prison' and on the basis of the approved price list.
- 14.2.2. If the prison leave under supervision takes place within the framework of a resocialization activity (social programme, etc. activity), the official organising the activity submits the request for prison leave under supervision.

## 15. Postal items (including parcels of a person held in custody and subscription to periodicals))

### 15.1. Correspondence

- 15.1.1. The correspondence of the imprisoned person must comply with the procedure prescribed by law. A letter sent by the imprisoned person must be properly addressed. (Supplemented



with Directive No. 1-1/41 of 09 April 2018, entered into force on 10 April 2018)

- 15.1.2. Letters sent to the imprisoned person are handed over by the person responsible for correspondence against a signature.
  - 15.1.3. Letters from imprisoned persons are generally received by a prison service officer from Sunday to Thursday from 3 p.m. to 8 p.m., except for correspondence with agencies. Letters are generally delivered from Monday to Friday between 3 p.m. and 8 p.m. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)
  - 15.1.4. The person responsible for correspondence usually delivers the letter to the imprisoned person on the same working day that the letter arrived.
  - 15.1.5. The letters of an imprisoned person who is on prison leave or prison leave under supervision or a long-term visit are kept in the unit until the imprisoned person arrives at the prison or until the end of the long-term visit.
  - 15.1.6. If the imprisoned person is no longer in prison when the letter arrives, the letter is forwarded to the detention facility where they are located. If the person is no longer in the detention facility, the letter is returned to the sender.
  - 15.1.7. The imprisoned person generally hands over the complaint to the inspector-contact person against a signature, if necessary, another prison service official accepts the complaint. The imprisoned person gives memorandums, requests for explanation, and statements addressed to the prison to the prison official. (The wording of the first sentence of this clause was amended by Directive No. 1-1/120 of 17 June 2014, entered into force on 1 July 2014)
  - 15.1.8. The imprisoned person is allowed one envelope for each letter sent at the expense of the prison each working day. Letters addressed to the chancellor of justice, the prison, the Office of the President, the prosecutor, the investigator, or the court are sent at the expense of the prison. Letters addressed to persons not mentioned in the previous list are sent at the expense of the imprisoned person.
  - 15.1.9. The envelope is given to the imprisoned person before the letter is delivered. The imprisoned person closes the letter in an envelope in the presence of a prison officer, writes the address on the envelope, and immediately gives it to the prison officer, who forwards the letter to be delivered.
  - 15.1.10. An inmate who has had less than 15 euros in their personal account during the last six months and for whom the prison has not guaranteed a job is allowed one sheet of white writing paper in A4 format every working day for each letter sent at the expense of the prison. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
  - 15.1.11. An imprisoned person (except for a person held in custody) who has refused to work will not be given writing paper regardless of the lack of money in their personal account.
  - 15.1.12. A prisoner can submit a criminal complaint to the internal control service, an appeal to the information and investigation department, the medical department, and the head of the unit in a sealed envelope. (Added with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April) (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 15.2. Packages sent to a person held in custody
- 15.2.1. Parcels are accepted at the prison from Tuesday to Friday from 08:30 to 09:30 and 11:30 to 13:00. Parcels are not accepted on Mondays, Saturdays and Sundays Parcel post is usually picked up from the post office on Mondays. (Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014) (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
  - 15.2.2. The person who brought the hand package submits a formal application prepared with the help of the prison service together with the package. The official who received the package verifies the personal data based on the identity document, as well as the weight and contents of the package. They then sign the receipt of the package and return one copy of

the application to the person who brought the package.

15.2.3. Arrived packages are deposited in the storage of the personal effects of the imprisoned persons, where the arrival of the package is registered in the register of imprisoned persons. The package is opened in the presence of the person held in custody and delivered to the prison within the time specified in subsection 50 (1) of the 'Internal Rules of Prison'. Items that must be included in the common list are entered into the common list by the prison service officer.

### 15.3. Subscription to periodicals

15.3.1. In order to subscribe to periodicals with their own money, the imprisoned person submits an application, where they indicate which periodicals they want to subscribe to and confirm that they agree to the deduction of the expected amount from their personal account. The minimum subscription length is one month or the minimum possible period established by the publication. To subscribe to periodicals, the imprisoned person fills out the application form (**Annex 11**).

15.3.2. Newspapers and/or magazines subscribed to with their own money are delivered to the imprisoned person by the prison officer.

15.3.3. The prison does not approve the subscriptions of the imprisoned person to publications and works which are forbidden to the imprisoned person in accordance with clause 64<sup>1</sup> 15) of the 'Internal Rules of Prison'.

## 16. Shopping

16.1. The imprisoned person may do the shopping on the basis of the schedule, but not less often than once a month in the amount allowed in subsection 48 (1<sup>1</sup>) of the Imprisonment Act.

16.2. The imprisoned persons shop on the basis of submitted orders, which are delivered by the seller. Due to the fact that the money of the imprisoned persons is calculated on the basis of the K-Raha program, money must be reserved in this program and product order forms must be filled out (**Annex 12**). The money for the purchases is reserved by prison service officers with the relevant authority before the order forms for the goods are filled out.

16.3. After the money has been reserved, the order forms with a price list of the goods are issued to the imprisoned persons. The imprisoned persons fill out the order form, which they return (including unfilled order forms) to the prison service officer. The order form must be filled out correctly:

the product name, product code, product quantity (taking into account the quantities stipulated in clause 16.4. of the rules of procedure), the cost of the product, and the name and signature of the imprisoned person who placed the order must be indicated. An order form that is not filled out, is filled out incorrectly, or is not submitted on time will not be considered an order and the reservation will be cancelled. (The wording of the third sentence of this clause was amended by Directive No. 1-1/120 of 17 June 2014, entered into force on 1 July 2017; the wording of the second sentence of this clause was amended by Directive No. 1-1/9 of 25 January 2017, entered into force on 1 February 2017), (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

16.4. The imprisoned person may purchase goods in the following maximum quantities:

16.4.1. halva, chocolate, and candies in total – 1.5 kg; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

16.4.2. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

16.4.3. pastry products in total – 1 kg;

16.4.4. coffee, cocoa, and tea in total – 1 kg;

16.4.5. mineral water and soft drinks in a transparent plastic container in total – 3 litres; (amended by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013 (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

16.4.6. instant noodles, dry soup, and broth in total – 15 packs; (amended by Directive No. 1-1/134 of 7 December 2017, entered into force on 1 January 2018 (amended by Directive No.

1-1/27 of 25 February 2022, entered into force on 1 March 2022)

- 16.4.7. meat products, including pate, in total – 2 kg;
- 16.4.8. fish and fish products in total – 1 kg;
- 16.4.9. dairy products, including condensed milk, cream, pudding, curd in total – 3.5 kg;  
(amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.4.10. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.4.11. cheese (including processed cheese) in total – 1.0 kg; (amended by Directive No. 1-1/41 of 9 April 2018, entered into force on 1 May 2018)
- 16.4.12. canned goods in plastic packaging (chocolate cream, honey) in total – 1 kg;
- 16.4.13. mustard, horseradish, ketchup, mayonnaise in total – 1 kg;
- 16.4.14. salt, pepper, and sugar substitute in total – 0.5 kg;
- 16.4.15. fruits and vegetables in total – 5 kg; (amended by Directive No. 1-1/134 of 7 December 2017, entered into force on 1 January 2018)
- 16.4.16. bread and white bread products, rice crackers – 1 kg; (amended by Directive No. 1-1/134 of 7 December 2017, entered into force on 1 January 2018)
- 16.4.17. fatty substances (butter, margarine, cooking oil) in total – 0.5 kg;
- 16.4.18. dry matter in total – 1 kg;
- 16.4.19. (Amended with Directive No. 1-1/69 of 29 April 2016, entered into force on 16 May 2016 (amended by Directive No. 1-1/68 of 13 June 2017, entered into force on 1 July 2017 (amended by Directive No. 1-1/102 of 16 August 2017, entered into force on 1 September 2017 (repealed by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)
- 16.4.20. underwear – two pairs;
- 16.4.21. T-shirt – 3 pcs; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.4.22. long underwear – 1 set;
- 16.4.23. socks – 5 pairs;
- 16.4.24. paper tissues – 6 small packages;
- 16.4.25. sweatsuit – 1 set; once every two months;
- 16.4.26. footwear – 1 pair;
- 16.4.27. plastic knife, spoon, and fork – 5 pcs of each item;  
(amended by Directive No. 1-1/107 of 29 August 2017, entered into force on 1 September 2017)

- 16.4.28. set of shaving devices, electric shaver, depilator in total – 1 pc;
- 16.4.29. shower gel, toothbrush, toothpaste, towel, face, hand, and foot cream, shampoo, conditioner, alcohol-free deodorant, shaving cream or gel, pumice stone, washing sponge, hygienic lipstick – 1 pc of each item; cotton pads, cotton swabs – 1 pack of each item, lens solution - 1 bottle, denture adhesive – 1 pc; (amended by Directive No. 1-1/68 of 13 June 2017, entered into force on 1 July 2017 (supplemented by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022))
- 16.4.30. soap – 2 pcs;
- 16.4.31. washing powder, scale remover, dishwashing detergent – 1 pc each;
- 16.4.32. dishwashing sponges – 5 pcs;
- 16.4.33. comb, nail clipper, paper nail file or sandpaper file – 1 pc of each item; (amended by Directive No. 1-1/134 of 7 December 2017, entered into force on 1 January 2018)
- 16.4.34. toilet paper – six rolls; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.4.35. chess, checker, nard, domino – 1 set each;
- 16.4.36. wrist-watch – 1 pc, once every two months;
- 16.4.37. shoe brush, shoe care – 1 pc each;
- 16.4.38. anniversary cards – 5 pcs, postage stamps, envelopes – 20 pcs each; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.4.39. A4 paper – 1 pack;
- 16.4.40. writing pad – 1 pc;
- 16.4.41. notebook – 3 pcs; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.4.42. blue ballpoint pen – 2 pcs, coloured pencils – 12 pcs, pencil without eraser – 4 pcs, eraser – 1 pc, soft, flexible, and transparent ruler, length up to 30 cm – 1 pc; (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on entered into force on 1 March 2022)
- 16.4.43. kettle with a capacity of up to 1.2 kW – 1 pc; once a month (amended by Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)
- 16.4.44. water filter for water jug – 1 pc, water filter jug – 1 pc; (added by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)
- 16.4.45. TV (with diagonal up to 24"); – 1 pc; once a month; (amended by Directive No. 1-1/107 of 29 August 2017, entered into force on 1 September 2017 (amended by Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)
- 16.4.46. AA batteries, AAA batteries, batteries for watches sold in the prison store – 2 pcs of each, except for imprisoned persons who do not have electrical equipment in the cell for which the batteries are needed; (amended by Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

- 16.4.47. pencil sharpener – 1 pc, plastic paper clips – 5 pcs, document folder – 1 pc;
- 16.4.48 cleaning cloth – 1 pc;
- 16.4.49. plastic storage box – 1 pc;
- 16.4.50. soap box – 1 pc;
- 16.4.51. toothbrush case. (Clauses 16.4.47.–16.4.51 added by Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)
- 16.4.52. floor cloth – 1 pc; (added by Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014)
- 16.4.53 hair dye – 1 pack; can be purchased only by female imprisoned persons;
- 16.4.54 mascara – 1 pc, can be purchased only by female imprisoned persons (clauses 16.4.53. and 16.4.54. added by Directive No. 1-1/68 of 13 June 2017, entered into force on 1 July 2017);
- 16.4.55. colouring book – 1 pc; (added by Directive No. 1-1/134 of 7 December 2017, entered into force on 1 January 2018)
- 16.4.56 gloves – one pair; (added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.4.57 blinders – 1 pc. (Added by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 16.5. The prison service officer verifies the correctness of filling out the order form, i.e. the compliance of the ordered goods with the provisions of clause 16.4. of the rules of procedure. The prison may reject an order in illegible handwriting or an order that has not been filled out correctly. (Amended with Directive No. 1-1/120 of 17 June 2014, entered into force on 1 July 2014)
- 16.6. The store assembles the goods according to the orders and distributes the goods on the working days of the week following the order. During the issue of the goods, the prison service officer verifies the identity of the imprisoned person. If the goods are issued in the ward, the imprisoned person signs the order form confirming the receipt of the goods.
- 16.7. If the imprisoned person is not in the prison on the day the goods are distributed, their reservation will be cancelled and they will not receive the goods.  
(Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)
- 16.8. In the week following the issue of the goods, the store sends to the specialist of the administrative ward a consolidated invoice for the purchases of the imprisoned persons, on the basis of which the amounts of the purchases are entered into the K-Raha program and the remaining money is released from the reservation.
- 16.9. The imprisoned person must purchase the ordered goods in the quantity specified in the order. In case of refusal to accept the goods, the cost of the goods is deducted based on the total cost of the order in the K-Raha program.
- 16.10. The imprisoned persons can purchase items from the assortment of the store. In exceptional cases, they can also purchase items that are not in the assortment. In order to purchase an item, the imprisoned person submits a handwritten written request (**Annex**

13).

- 16.11. Clothing, footwear, leisure equipment, and other electrical equipment purchased through the store are delivered to the imprisoned persons through the storage based on the schedule established (if there is a permit). Prison security stickers are installed on electrical equipment.
- 16.12. In exceptional cases, if there is no store in the prison, the prison provides the imprisoned persons with a store service once a month to offer a minimum selection of goods: a calling card, toiletries, and stationery.

## **17. Studying, working, and participating in programmes**

- 17.1. Resocialization activities are studying, working, participating in social programme (including programmes organised by chaplains), and all activities aimed at reducing the possibility of committing a new crime or that are provided for in the individual treatment plan of the imprisoned person. Ensuring freedom of religion to the imprisoned persons is also a resocialization activity.
- 17.2. The imprisoned person must dutifully work, study, and participate in other resocialization activities.
- 17.3. Studying
  - 17.3.1. The prison ensures that imprisoned persons get an education and learn the national language based on an individual treatment plan, and guarantees the opportunity for imprisoned persons who must attend school to acquire basic education.
  - 17.3.2. The need to participate in national language training mediated by the prison is determined after the criminal conviction comes into force or during the preparation of the individual treatment plan of the imprisoned person.
  - 17.3.3. In the case of questions relating to education, a person held in custody turns to the education organiser through the contact person. The specific way of continuing studies is decided by the prison based on the possibilities of the educational institution operating on the territory of the prison and security considerations.
  - 17.3.4. The education organiser consults the imprisoned person about learning opportunities and, if necessary, instructs how to complete the documents for being admitted to an educational institution.
  - 17.3.5. Education is acquired based on the lesson plan in the room specified in the lesson plan.
  - 17.3.6. During the lesson, the imprisoned person must study and fulfil the tasks given by the teacher.
  - 17.3.7. Imprisoned persons studying in the vocational and general education school of the prison, as well as imprisoned persons learning the Estonian language, are taught in the rooms specified in the lesson plan. Imprisoned persons are prohibited from leaving school and practical training premises during studies. They may not disturb the lesson or other imprisoned persons or leave the lesson without the permission of the teacher or a prison official. A teacher or prison officer has the right to remove an imprisoned person

who disrupts the lesson from the lesson. This is considered an unexcused absence from school.

- 17.3.8. An imprisoned person who is systematically absent from school without reason is deleted from the school list and the acquisition of education prescribed in their individual treatment plan is considered incomplete due to their lack of motivation. The imprisoned person can join the school again if they express a desire to do so and if they have not been away from studies for so long that rejoining is not possible until the new school year.
- 17.3.9. The imprisoned person may not take items and subjects that are not needed for learning into the school territory.
- 17.3.10. It is forbidden for the imprisoned person to destroy the property of the school and to bring the educational materials and equipment of the school with them when returning from the school to the ward without the written permission of the teacher. Before release, the imprisoned person must return to the school the educational materials issued by the school.
- 17.3.11. The imprisoned person may not take items, etc. made during the educational activity.
- 17.3.12. The main prerequisite for studying outside the territory of the prison is the placement of the imprisoned person in the open prison ward of the prison, with the exception of imprisoned persons receiving education through distance learning or as external students with the permission of the director. If the study takes place on the basis of a regular study schedule, the director gives permission to study outside the prison. Then, on the basis of the study schedule provided by the educational institution, the head of the relevant unit or the head of the ward gives permission to participate in the study.
- 17.3.13. An imprisoned person studying in the production building may not communicate with other people, except for prison officials and the employer.

#### 17.4. Working

- 17.4.1. The imprisoned person may participate in the maintenance of the prison or work in facilities located on the territory of the prison.
- 17.4.2. Assigning the imprisoned person to work is based on the provisions of the Imprisonment Act. As a rule, the imprisoned person is first assigned to participate in the maintenance of the prison. If the work habit has been formed and trust has been established, the imprisoned person is assigned to work in the facility if possible.
- 17.4.3. The contact person who organises the employment of imprisoned persons keeps records of imprisoned persons who are able to work and have the appropriate professional skills. If the imprisoned person can be employed or if the representative of the facility has submitted a free-form written request, the contact person completes an electronic request to have the imprisoned person participate in the maintenance of the prison or to allow them to work in the facility.
- 17.4.4. The prerequisite for working outside the territory of the prison is that the imprisoned person is placed in an open prison

ward.

- 17.4.5. Imprisoned persons generally go to and from work at the time specified in the schedule or on the basis of the work schedule.
- 17.4.6. Imprisoned persons working in the V- and P- buildings are allowed to take only things necessary for work with them. (Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 17.4.7. Other working imprisoned persons are allowed to bring personal toiletries to work as well if it is possible to wash at the workplace. Items taken to work may not be brought back from the workplace, except the clothing the imprisoned person is wearing, a change of clothing (one pair of socks and underwear), and work clothing that need to be washed, which are listed in the common list of the personal effects of the imprisoned persons).
- 17.4.8. The prison provides practical training clothing and footwear for imprisoned persons in practical training. Welding practical training footwear is provided by the school. Practical training clothing and footwear are located in the dressing room in the production building.
- 17.4.9. The tool at the disposal of the imprisoned person must be marked. The imprisoned person informs the employee responsible for the respective duty if the work tool is lost or broken. The imprisoned person may not take tools or other means provided for the performance of work duties from the workplace or facility.
- 17.4.10. Imprisoned persons working and studying in the production building enter the building and return only when escorted by a prison service officer through the door leading to the production ward, where a prison service officer searches all imprisoned persons.
- 17.4.11. It is forbidden for the imprisoned person to leave the work premises without permission.
- 17.4.12. The prison keeps records of the working time of imprisoned persons participating in the maintenance of the prison. AS Vanglatööstus keeps records of the working time independently.
- 17.4.13. This chapter also applies to imprisoned persons in practical training.
- 17.4.14. Imprisoned persons working in the production building are prohibited from communicating with other people, except prison service officials, the employer, and imprisoned persons working in the same room of the production building at the same time.
- 17.4.15. (Repealed by Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015).
- 17.4.16. Prisoners working in the prison kitchen or in the production building are allowed to bring one unopened packet of coffee or tea to the workplace once per month for personal use. Coffee or tea brought to the workplace must not be taken back to the ward.. (Supplemented by Directive No 1-1/128 of 28 June 2023, entered into force on 1 July 2023). (Amended by Directive No. 1-1/24/47 f 2 April 2024, entered into force on 15 April 2024)



17.5. Resocialization activities (amended by Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)

- 17.5.1. The imprisoned person is assigned to resocialization activities (social programmes, support groups, counselling in case of crisis and adaptation difficulties, formalisation of personal documents, determination of incapacity for work, mediation of family status procedures and preparation for release, establishing contact with local governments, residence problems, establishing relationships with loved ones) on the basis of risk assessment and their individual treatment plan.
- 17.5.2. The prison allows persons held in custody to participate in social programmes and support groups if possible, taking into account the needs of the person held in custody and the proposal of the contact person. Employees of the relevant unit organise social programmes and other resocialization activities for the person held in custody.
- 17.5.3. In the event of a possible disciplinary violation by the imprisoned person or violation of the rules agreed upon in individual or group work, the organiser of the activity has the right to suspend or terminate the participation of the imprisoned person in this activity. In this case, the activity prescribed in the individual treatment plan is deemed not to have been completed at the initiative of the imprisoned person due to lack of motivation.

**18. Sports, recreational activities, using the library, and other leisure opportunities**

18.1. Sports

- 18.1.1. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)
- 18.1.2. Sports facilities may be used by imprisoned persons in wards K1-K6, R1-R6, S1-S5, V1, V3, V5, and V6 in accordance with the schedule posted on the notice board of these wards. Prisoners housed in wards V7 and V8 may use the sports facilities according to the schedule drawn up by the unit. (Amended with Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019) (Supplemented by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 18.1.3. All sports facilities and equipment must be used as intended and prudently. In case of breaking, etc. of sports equipment, the prison service officer is immediately informed. In case of a disciplinary violation or inappropriate use of the sports facility, the prison service officer has the right to terminate the sports activity and escort the imprisoned persons back to the ward. If the sports equipment is thrown outside the area intended for sports, the sports equipment will not be returned.
- 18.1.4. The choice of the sports facility is decided by the prison service officer immediately before the scheduled time.
- 18.1.5. The imprisoned person participates in sports activities at their own risk. In the event of an injury, trauma, or other health

damage, the prison service officer is immediately informed. The prison is not liable for health damage caused by non-compliance with safety rules.

18.1.6. Invalid (Repealed by Directive No. 1-1/24/47 of 2 April 2024, entered into force on April 15 2024)

18.2. Using the library (amended by Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)

18.2.1. The library service is organised in accordance with the work organisation of the unit. In the prisoner's cell, there can be up to 5 books for reading (except educational literature borrowed in the prisoner's name). The publications may not be used for non-intended purposes. (Amended by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

18.2.2. Educational literature is borrowed on the basis of requests. Educational literature is borrowed on a priority basis to imprisoned persons on the school list. The borrowing period for educational literature is up to six months. The deadline can be extended once on the basis of a justified request.

18.2.3. It is forbidden for the imprisoned person to give publications borrowed from the prison library to other imprisoned persons, as well as to use publications borrowed by other imprisoned persons.

18.2.4. Publications are not borrowed to imprisoned persons who have not returned the previous publications on time or who have damaged them. It is not possible to borrow a new publication before the previous publication is returned or compensated.

18.2.5. Lost or damaged publications must be compensated by the reader with the purchase price of a new equivalent publication. A fee of 1.60 euros must be paid in case of violation of the barcode or location code of the publication. The imprisoned person will be allowed to borrow publications again after compensation for the damage caused.

18.2.6. Upon leaving the prison, the imprisoned person must return the borrowed publications.

18.3. Recreational activities

18.3.1. The purpose of enabling recreational activities in the prison is to create prerequisites for the imprisoned person to cope well in society after release.

18.3.2. Imprisoned persons may not take tools, materials, or products out of the premises of recreational activities.

18.3.3. The imprisoned person may not have items, etc., made during the recreational activities. An imprisoned person participating in a hobby group signs an agreement before participating in the hobby group (**Annex 9**), which is a prerequisite for participation in recreational activities. An imprisoned person can deposit one of the items made during the recreational activity during imprisonment in the storage or send it outside the prison if they pay the cost of the materials used to make it. In this case, they must also pay the shipping costs. (Supplemented with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

18.3.4. When planning sports and recreational activities for young imprisoned persons, their age is taken into account.

## 19. Ensuring freedom of religion

- 19.1. The prison provides the prisoners of the open wards of the S-building and the V-building with the opportunity to participate in religious services in the prison's chapel according to their religious beliefs. In religious and spiritual matters, the imprisoned person turns to the prison chaplain through the contact person. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022 (Amended by Directive No. 1-1/74 of 13 June 2022, entered into force on 13 June 2022) (Amended by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)
- 19.2. Religious services or other religious events are organised by the chaplain.
- 19.2.1. The prison ensures that imprisoned persons have the opportunity to participate in religious services in the prison chapel on the basis of their religion. Spiritual services (confession and communion, baptism, wedding, anointing) are generally held in the prison chapel. In exceptional cases, religious services can be held in the cell of the imprisoned person, interview room, or other suitable room.
- 19.2.2. Participation in religious services and other religious events is voluntary for imprisoned persons.
- 19.2.3. Only those imprisoned persons who are on the relevant list can take part in church services and other religious events (Bible class, confirmation class, spiritual discussion group) in the chapel. The imprisoned person is included in the list of participants in religious activities based on their request, which must be submitted to the prison chaplain through the contact person.
- 19.2.4. Imprisoned persons are not allowed to do extraneous things in the chapel. If the imprisoned person does not follow the rules of the chapel and breaks the order, the chaplain has the right to suspend or terminate their participation in religious events.
- 19.2.5. The provisions of clause 19.2 do not apply to a person held in custody.
- 19.3. The imprisoned person may meet with the chaplain individually if they submit a request to the chaplain through the contact person.
- 19.4. Every imprisoned person, regardless of their religion, can meet with a representative of their religion as far as possible.
- 19.5. The imprisoned person may request the following religious symbols through the chaplain:
- 19.5.1 a cross worn around the neck – the height must not be greater than 5 cm and the width greater than 5 cm, with a thickness of up to 0.5 mm, and with a total length of the lanyard up to 65 cm; (supplemented by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
- 19.5.2 medallion with a diameter of up to 3 cm;
- 19.5.3 up to three holy pictures, including an icon painted/printed on a wooden base or plastic. The holy image, including the icon, must not be larger than 15 cm × 20 cm × 2 cm. For security reasons, the holy image must be simple in form without a frame or box, complete (in one piece), and without a cavity inside. Holy images and icons made of glass, metal, or

- textiles are not allowed;
- 19.5.4 crucifixes with a height of up to 20 cm. Wall-mounted crucifixes (without a table base) are prohibited. Crucifixes made of materials other than wood are prohibited (the shape of the crucifix can be metal);
  - 19.5.5 holy figures with a height of up to 10 cm and a diameter of up to 5 cm. One holy figure is allowed. For security reasons, the holy figure must be simple in form, complete (in one piece), and without a cavity inside. Holy figures made of glass, metal, or textiles are not allowed;
  - 19.5.6 prayer rug – maximum size 60 × 100 cm, there must not be a compass on the rug;
  - 19.5.7 wooden, plastic, or textile prayer beads with a bead diameter of up to 1 cm. Prayer beads with skull beads are not appropriate in the prison context;
  - 19.5.8 prayer caps are permitted for Muslims and Jews. The prayer cap must be made of textile, simple in nature, and without detachable parts. Detachable decorations are not allowed.

(Supplemented with Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015 (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

19.6. It is not appropriate or permitted for an imprisoned person to wear prayer beads with religious symbols while they are studying, working, participating in a social programme, or talking to a prison officer.

19.7. An imprisoned person who is committed to a punishment cell can receive a scripture from the chaplain.

19.8. If it is possible, the imprisoned person is married in the prison premises by the chaplain. For this, the imprisoned person submits the request to the chaplain. For other imprisoned persons, the civil law notary contracts the marriage. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

## 20. Medical surveillance

20.1. Medical surveillance is organised by the medical ward in accordance with the legislation regulating the provision of health services. Employees of the medical ward work around the clock based on the approved schedule.

20.2. First-level ambulatory general and specialised medical care is provided to imprisoned persons in the prison. If this is not possible, imprisoned persons are referred to the nearest general treatment facility with which a contract for the provision of health services has been concluded. (Amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

20.3. Outpatient reception of patients takes place with pre-registration based on the waiting list. The imprisoned person informs the prison of the need to consult an employee of the medical ward or receive medical care. (Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

20.4. The on-call medic is immediately notified of the need for emergency care.

20.5. (Repealed by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)

20.6. An imprisoned person who turns to the medical ward to be provided health services must provide the health care provider with truthful information about their health and, to the best of their knowledge,

disclose all the circumstances necessary for the provision of health services and provide assistance that the health care provider needs to provide the health service.

- 20.7. Medicinal products are given to the imprisoned persons by ward guards at the designated times of the prison. The imprisoned person immediately administers the medicinal product in the presence of the prison officer and drinks water. The imprisoned person then opens their mouth and moves their tongue if necessary so that the prison officer could check the administration of the medicinal product. If the imprisoned person refuses to take the medicinal product, the guard forwards the information to the medical ward, which decides on the need to continue the treatment and makes a corresponding note in the medical record. **Amended by Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)**
- 20.8. Narcotic and psychotropic medicinal products are distributed by the nurse together with the guard. The medicinal products are crushed (except in those cases where the pharmacodynamics (drug effect) does not allow it – then in tablet form) and mixed with water, in drops and mixed with water, or in powder form and mixed with water. The imprisoned person immediately administers the medicinal product in the presence of the nurse and the guard and drinks water. The imprisoned person then opens their mouth and moves their tongue if necessary so that the prison officer could check the administration of the medicinal product. **(Amended with Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014 (amended by Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)**
- 20.9. Topical preparations (ointments, creams) are issued by the medical ward in a cup, on which the name and cell number of the imprisoned person, as well as the date of issue, are written. Eye and nose drops and inhalers in plastic packaging are issued in the original packaging, on which the name and cell number of the imprisoned person, as well as the date of issue are written. **(Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)**
- 20.10. An imprisoned person suffering from diabetes may have one insulin pen per active ingredient, syringe needles in accordance with the treatment plan, up to four glucometer strips and two lancets, and other medicinal products that the imprisoned person needs to administer immediately, e.g. nitroglycerin. **(Amended with Directive No. 1-1/27 of 25 February 2022, entered into force on 1 March 2022)**
- 20.11. If the imprisoned person refuses to be provided health services (including refusal of medicinal product administration), they must record the refusal in writing and sign it. If the imprisoned person has refused treatment, an employee of the medical ward removes them from treatment.
- 20.12. The imprisoned person is not allowed to:
  - 20.12.1 use prescription medicinal products without the prescription of the medical officer;
  - 20.12.2 fail to administer medicinal products prescribed by the medical officer and/or given by another prison officer (including over-the-counter medicinal products) at the prescribed time;
  - 20.12.3 keep medicinal products in the cell, except for pharmaceutical forms (ointments, drops) in marked plastic cups issued by the prison;

20.12.4 pierce, add something, take something away, etc. i.e. to harm their body or that of another person on their own initiative and without the prescription of the medical officer.

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

## **21. Reception of officials**

(Amended by Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)

21.1. Prison service officers, within the limits of their competence, receive imprisoned persons in based on their requests, if they are expedient and justified.

## **22. Disciplinary proceedings and enforcement of disciplinary penalties**

22.1. The purpose of the disciplinary proceedings is to quickly find out the circumstances indicating the commission of a disciplinary offence, to identify the possible culprit, and to impose a fair disciplinary penalty.

22.2. A disciplinary offence is a wrongful illegal act or inaction by an imprisoned person, with which the person violated a prohibition or obligation clearly stated in legislation.

22.3. If the disciplinary penalty imposed on a person held in custody is deprivation of the right of supplementary alimentation purchased out of their personal funds or if the disciplinary penalty imposed on an imprisoned person is the prohibition of visits, the start of the penalty is counted from the date the directive is delivered to the imprisoned person against their signature.

22.4. If the penalty of the imprisoned person is removal from work for up to one month, the start of the penalty is counted from the moment when the imprisoned person is actually removed from work.

22.5. When committed to a punishment cell, the imprisoned person must take all their personal effects and items issued by the prison for use by the imprisoned person (e.g. books) from the cell, which will be deposited in the storage while the imprisoned person is committed to a punishment cell. The prison is not liable for the destruction, loss, or damage of personal effects left in the cell.

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

23.1. Imprisoned persons are released from the prison in accordance with Regulation No. 11 of 25 January 2001 of the Minister of Justice 'Procedure for the release of an imprisoned person from prison'.

23.2. Imprisoned persons are transferred between prisons in accordance with Regulation No. 9 of 25 March 2008 of the Minister of Justice 'Treatment plan'.

23.3. Before being released from the prison or transferred to another prison, the imprisoned person must return to the prison the property of the prison that was used by them (in case of transfer, they do not have to return the prison uniform) and take all their personal effects from the cell.

23.4. If the imprisoned person is released from the prison, the prison returns the items (including valuables) belonging to them and stored in the prison against their signature.

- 23.5. If the imprisoned person has no personal clothing or if their personal clothing is not suitable for the season, they submit a request to the prison to be provided clothing as humanitarian aid at least two weeks before the release date. If possible, the prison will provide clothing to the imprisoned person free of charge.
- 23.6. The prison issues the certificate of release from prison and the documents stored in the prison to the person to be released after their identification. The person to be released confirms receipt of the certificate of release from prison and personal documents with their signature on the copy of the certificate and on the inside of the back cover of their personal file.
- 23.7. The prison issues the deposited savings fund and the balance of available money to the person to be released. The savings fund is not issued to a person held in custody.
- 23.8. If the imprisoned person has expressed a wish to receive a copy of their medical record or an extract from their medical history before their release, this must be done in accordance with the provisions of the Public Information Act. A copy of the medical record or an extract from the medical history will be issued in a sealed envelope before release.
- 23.9. An imprisoned person who is temporarily released during their stay outside the prison will be issued a certificate of release from prison retrospectively based on their written request. A prison service officer organises the issue of personal effects deposited in the prison, money held in the personal account, valuables, and documents of the released person at the entrance to the prison at 8.30 a.m. to 4.30 p.m. on Monday to Thursday and at 8.30 a.m. to 3.30 p.m. on Friday. The released person confirms the receipt of the items with their signature.

**24. Invalid (Repealed by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)**

24.5. (Repealed by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

**25. (Repealed by Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)**

25.1. (Repealed by Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)

25.2. (Repealed by Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)

25.3. (Repealed by Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)

25.4. (Repealed by Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)

25.5. (Repealed by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

25.6. (Repealed by Directive No. 1-1/89 of 26 September 2019, entered into force on 1 October 2019)



## **Annexes**

### **Annex 1**

#### **Schedule of imprisoned persons by ward**

V1 ward (Annex 1.1)  
V2 ward (Annex 1.2)  
V3 ward (Annex 1.3)  
V4 ward (Annex 1.4)  
V5 ward (Annex 1.5)  
V5 ward (Annex 1.6)  
V6 ward (Annex 1.7)  
V7 ward (Annex 1.8)  
V8 ward (Annex 1.9)  
S1 ward (Annex 1.10)  
S2 ward (Annex 1.11)  
S3 ward (Annex 1.12)  
S4 ward (Annex 1.13)  
S5 ward (Annex 1.14)  
K1 ward (Annex 1.15)  
K2 ward (Annex 1.16)  
K3 ward (Annex 1.17)  
K4 ward (Annex 1.18)  
K5 ward (Annex 1.19)  
K6 ward (Annex 1.20)  
R1 ward (Annex 1.21)  
R2 ward (Annex 1.22)  
R3 ward (Annex 1.23)  
R4 ward (Annex 1.24)  
R5 ward (Annex 1.25)  
R6 ward (Annex 1.26) Reception (Annex 1.27)  
P2 ward (Annex 1.28)  
Medical ward (Annex 1.29)  
Production building (Annex 1.30)  
S6 ward (Annex 1.31)

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014;

(Amended by Directive No. 1-1/101 of 8 July 2015, entered into force on 14 July 2015)



## Annex 1.1

### Schedule of ward V1 prisoners

Prisoners who work or study are subject to the schedule as much as possible.

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (work, study, social programmes)
08:40–11:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
11:55–12:00	Closing cell doors
12:00–12:55	Lunch
12:55–13:00	Opening cell doors
13:00–17:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:00–17:05	Closing cell doors
17:05–17:45	Dinner
17:50–18:00	Opening cell doors
18:00–19:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (work, study, social programmes). Prisoners may make calls with the phone provided to them
19:50–19:55	Closing cell doors
20:00–20:45	Headcount. Handing over sorted waste according to the prison's organisation of work
22:00–06:00	Quiet hours.

(Amended by Directive No. 1-1/177 of 3 November 2016, entered into force on 7 November 2016,

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended with Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Amended partially with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## Annex 1.2

### Schedule of ward V2 prisoners

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks according to the prison's organisation of work
07:50–08:30	Headcount. Prisoners in punishment cells hand over their bedding
08:30–21:50	Participation in rehabilitation activities (work, study, social programmes)
09:00–12:00	Prisoners may make calls with the phone provided to them
09:00–16:30	Investigation activities and meetings with the defence counsel on working days (except at lunch time)
12:00–13:00	Lunch
13:00–16:45	Prisoners may make calls with the phone provided to them
17:00–18:00	Dinner
18:00–19:30	Prisoners may make calls with the phone provided to them
19:00–21:00	Headcount. Prisoners in punishment cells receive bedding. Handing over sorted waste on Mondays and Thursdays
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/166 of 18 December 2015, entered into force on 1 January 2016)  
(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)  
(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)  
(Amended partially with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## Annex 1.3

### Schedule of ward V3 prisoners

Prisoners who work or study are subject to the schedule as much as possible.

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (work, study, social programmes)
08:40–11:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
11:55–12:00	Closing cell doors
12:00–12:55	Lunch

12:55–13:00	Opening cell doors
13:00–17:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:00–17:05	Closing cell doors
17:05–17:45	Dinner
17:50–18:00	Opening cell doors
18:00–19:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (work, study, social programmes). Prisoners may make calls with the phone provided to them
19:50–19:55	Closing cell doors
20:00–20:45	Headcount. Handing over sorted waste according to the prison's organisation of work
22:00–06:00	Quiet hours (Amended with Directive No. 1-1/166 of 18 December 2015, entered into force on 1 January 2016) (Amended with Directive No. 1-1/102 of 08 July 2016, entered into force on 6 July 2016) (Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017) (Amended by Directive No. 1-1/41 of 9 April 2018, entered into force on 1 May 2018) (Amended by Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021) (Amended with Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022) (Amended partially with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.4**

### **Schedule of ward V4 prisoners**

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks according to the prison's organisation of work
07:50–08:30	Headcount. Prisoners in punishment cells hand over their bedding
08:30–21:50	Participation in rehabilitation activities (work, study, social programmes)
09:00–12:00	Prisoners may make calls with the phone provided to them
09:00–16:30	Investigation activities and meetings with the defence counsel on working days (except at lunch time)
12:00–13:00	Lunch
13:00–16:45	Prisoners may make calls with the phone provided to them
17:00–18:00	Dinner
18:00–19:30	Prisoners may make calls with the phone provided to them
19:00–21:00	Headcount. Prisoners in punishment cells receive bedding. Handing over sorted waste on Mondays and Thursdays
22:00–06:00	Quiet hours (Amended with Directive No. 1-1/166 of 18 December 2015, entered into force on 1 January 2016) (Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)  
(Amended partially with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.5**

### **Schedule of ward V5 prisoners**

Prisoners who work or study are subject to the schedule as much as possible.

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (work, study, social programmes)
08:40–11:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
11:55–12:00	Closing cell doors
12:00–12:55	Lunch
12:55–13:00	Opening cell doors
13:00–17:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:00–17:05	Closing cell doors
17:05–17:45	Dinner
17:50–18:00	Opening cell doors
18:00–19:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (work, study, social programmes). Prisoners may make calls with the phone provided to them
19:50–19:55	Closing cell doors
20:00–20:45	Headcount. Handing over sorted waste according to the prison's organisation of work
22:00–06:00	Quiet hours

(Amended by Directive No. 1-1/177 of 3 November 2016, entered into force on 7 November 2016)  
(Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)  
(Amended with Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)  
(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)  
(Amended partially with Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.6**

(Repealed by Directive No. 1-1/177 of 3 November 2016, entered into force on 7 November 2016)

## **Annex 1.7**

### **Schedule of ward V6 prisoners**

Prisoners who work or study are subject to the schedule as much as possible.

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (work, study, social programmes)
08:40–11:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
11:55–12:00	Closing cell doors
12:00–12:55	Lunch
12:55–13:00	Opening cell doors
13:00–17:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:00–17:05	Closing cell doors
17:05–17:45	Dinner
17:50–18:00	Opening cell doors
18:00–19:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (work, study, social programmes). Prisoners may make calls with the phone provided to them
19:50–19:55	Closing cell doors
20:00–20:45	Headcount. Handing over sorted waste according to the prison's organisation of work
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)  
(Amended by Directive No. 1-1/177 of 3 November 2016, entered into force on 7 November 2016)  
(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)  
(Amended by Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021)  
(Amended with Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)  
(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.8**

### **Schedule of ward V7 prisoners**

1. Schedule of ward V7 prisoners in western cells (1)

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	A walk according to the prison's organisation of work
07:50–08:30	Headcount
09:50–09:55	Opening cell doors
09:55–10:55	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
10:55–11:00	Closing cell doors
12:00–12:50	Lunch
12:55–13:00	Opening cell doors
13:00–15:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
15:00–15:05	Closing cell doors
17:00–17:45	Dinner
17:45–17:50	Opening cell doors
17:50–18:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
18:50–18:55	Closing cell doors
20:00–20:45	Headcount
22:00–06:00	Quiet hours

## 2. Schedule of ward V7 prisoners in eastern cells

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	A walk according to the prison's organisation of work
07:50–08:30	Headcount
10:55–11:00	Opening cell doors
11:00–12:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
12:00–12:05	Closing cell doors
12:05–12:50	Lunch
15:00–15:05	Opening cell doors
15:05–17:05	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:05–17:10	Closing cell doors
17:00–17:45	Dinner
18:50–18:55	Opening cell doors

18:55–19:55	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
19:55–20:00	Closing cell doors
20:00–20:45	Headcount
22:00–06:00	Quiet hours

3. Invalid (Repealed by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

4. Schedule of prisoners in punishment cells and locked cells in the western (1), eastern (2) and southern cells (3) in ward V7

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
07:50–08:30	Headcount
08:35–09:35	Walk
08:30–20:00	Prisoners may make calls with the phone provided to them. As a rule, private calls are made on Saturdays
12:00–12:50	Lunch
17:00–17:45	Dinner
20:00–20:45	Headcount, delivery of bedding
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)  
(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)  
(Amended with Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021) (Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)  
(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## Annex 1.9

### Schedule of ward V8 prisoners

#### 1. Schedule of ward V8 prisoners in western cells (1)

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	A walk according to the prison's organisation of work
07:50–08:20	Headcount
08:20–08:25	Opening cell doors
08:25–10:25	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
10:25–10:30	Closing cell doors
12:00–12:55	Lunch
14:30–15:30	Free time to move around in the ward. Prisoners may make calls with the phone



	provided to them
15:30–15:35	Closing cell doors
17:00–17:45	Dinner
17:45–17:50	Opening cell doors
17:50–18:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
18:50–18:55	Closing cell doors
20:00–20:30	Headcount
22:00–06:00	Quiet hours

## 2. Schedule of ward V8 prisoners in eastern cells (2)

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	A walk according to the prison's organisation of work
07:50–08:30	Headcount
10:25–10:30	Opening cell doors
10:30–12:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
12:00–12:05	Closing cell doors
12:05–12:55	Lunch
15:30–15:35	Opening cell doors
15:35–17:05	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:05–17:10	Closing cell doors
17:10–17:45	Dinner
18:50–18:55	Opening cell doors
18:55–19:55	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
19:55–20:00	Closing cell doors
20:00–20:30	Headcount
22:00–06:00	Quiet hours

## 3. Schedule of prisoners in punishment cells and locked cells in the western (1) and eastern (2) cells in ward V8

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	A walk according to the prison's organisation of work
07:50–08:30	Headcount
08:30–20:00	Prisoners may make calls with the phone provided to them. As a rule, private calls are

made on Saturdays

12:00–12:55	Lunch
17:00–17:45	Dinner
20:00–20:45	Headcount, delivery of bedding
22:00–06:00	Quiet hours (Amended with Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015) (Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017) (Amended with Directive No. 1-1/64 of 31 May 2021, entered into force on 1 June 2021) (Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022) (Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## Annex 1.10

### Schedule of imprisoned persons in the S1 ward

Imprisoned persons who work or study are subject to the schedule as far as possible

6:00	Wake-up
6:00-7:50	Morning exercise, toilet, making the beds, breakfast.
6:00-20:00	Walks by ward in accordance with the work organisation of the prison.
7:50-8:30	Roll-call.
8:30-8:40	Opening of cell doors.
8:30-21:50	Participation in resocialization activities (work, study, social programme)
8:40-11.50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
11:50-12:00	Closing of cell doors.
1:00-12:50	Lunch.
12:50-13:00	Opening of cell doors for imprisoned persons over the age of sixty-three and imprisoned person engaged in resocialization activities (work, study, social programme)
13:00-16:50	Free time for movement in the ward for imprisoned persons over the age of sixty-three and for imprisoned persons who are engaged in resocialization activities (work, study, social programme). Imprisoned persons may make calls using the telephone provided to them.
16:50-17:00	Closing of cell doors.
17:00-17:45	Dinner.
17:50-18:00	Opening of cell doors.
18:00-19:00	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:00-19:15	Closing of cell doors.
19:15-20:45	Roll-call. Handing over sorted waste on Mondays, Wednesdays, and Fridays
22:00-6:00	Lights-out. (Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Amended with Directive No 1-1/108 of 29 May 2023, entered into force on 29 May 2023)

## **Annex 1.11**

### **Schedule of imprisoned persons in the S2 ward**

Imprisoned persons who work or study are subject to the schedule as far as possible

6:00	Wake-up
6:00-7.50	Morning exercise, toilet, making the beds, breakfast.
6:00-20:00	Walks by ward in accordance with the work organisation of the prison.
7:50-8:30	Roll-call.
8:30-8:40	Opening of cell doors.
8:30-21:50	Participation in resocialization activities (work, study, social programme)
8:40-11:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
11:50-12:00	Closing of cell doors.
12:00-12:50	Lunch.
12:50-13:00	Opening of cell doors for imprisoned persons over the age of sixty-three and imprisoned person engaged in resocialization activities (work, study, social programme)
13.00-16:50	Free time for movement in the ward for imprisoned persons over the age of sixty-three and for imprisoned persons who are engaged in resocialization activities (work, study, social programme). Imprisoned persons may make calls using the telephone provided to them.
16:50-17:00	Closing of cell doors.
17:00-17:45	Dinner.
17:50-18:00	Opening of cell doors.
18:00-19:00	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:00-19:15	Closing of cell doors.
19:15-20:45	Roll-call. Handing over sorted waste on Mondays, Wednesdays, and Fridays
22:00-6:00	Lights-out.

(Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Amended with Directive No 1-1/108 of 29 May 2023, entered into force on 29 May 2023)

## **Annex 1.12**

### **Schedule of imprisoned persons in the S3 ward**

Imprisoned persons who work or study are subject to the schedule as far as possible

6:00	Wake-up
6:00-7:50	Morning exercise, toilet, making the beds, breakfast.
6:00-20:00	Walks by ward in accordance with the work organisation of the prison.
7:50-8:30	Roll-call.
8:30-8:40	Opening of cell doors.
8:30-21:50	Participation in resocialization activities (work, study, social programme)
8:40-11:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
11:50-12:00	Closing of cell doors.
12:00-12:50	Lunch.
12:50-13:00.	Opening of cell doors for imprisoned persons over the age of sixty-three and imprisoned person engaged in resocialization activities (work, study, social programme)
13:00-16:50	Free time for movement in the ward for imprisoned persons over the age of sixty-three and for imprisoned persons who are engaged in resocialization activities (work, study, social programme). Imprisoned persons may make calls using the telephone provided to them.
16:50-17:00	Closing of cell doors.
17:00-17:45	Dinner.
17:50-18:00	Opening of cell doors.
18:00-19:00	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:00-19:15	Closing of cell doors.
19:15-20:45	Roll-call. Handing over sorted waste on Tuesdays, Thursdays, and Saturdays.
22:00-6:00	Lights-out.
	(Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)
	(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
	(Amended with Directive No 1-1/108 of 29 May 2023, entered into force on 29 May 2023)

### **Annex 1.13**

#### **Schedule of imprisoned persons in the S4 ward**

Imprisoned persons who work or study are subject to the schedule as far as possible

6:00	Wake-up
6:00-7:50	Morning exercise, toilet, making the beds, breakfast.
6:00-20:00	Walks by ward in accordance with the work organisation of the prison.
7:50-8:30	Roll-call.
8:30-8:40	Opening of cell doors.
8:30-21:50	Participation in resocialization activities (work, study, social programme)
8:40-11:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
11:50-12:00	Closing of cell doors.

12:00-12:50	Lunch.
12:50-13:00	Opening of cell doors for imprisoned persons over the age of sixty-three and imprisoned person engaged in resocialization activities (work, study, social programme)
13:00-16:50	Free time for movement in the ward for imprisoned persons over the age of sixty-three and for imprisoned persons who are engaged in resocialization activities (work, study, social programme). Imprisoned persons may make calls using the telephone provided to them.
16:50-17:00	Closing of cell doors.
17:00-17:45	Dinner.
17:50-18:00	Opening of cell doors.
18:00-19:00	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:00-19:15	Closing of cell doors.
19:15-20:45	Roll-call. Handing over sorted waste on Tuesdays, Thursdays, and Saturdays.
22:00-6:00.	Lights-out.
	(Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)
	(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)
	(Amended with Directive No 1-1/108 of 29 May 2023, entered into force on 29 May 2023)

#### **Annex 1.14**

#### **Schedule of ward S5 prisoners**

Prisoners who work or study are subject to the schedule as much as possible.

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (work, study, social programmes)
08:40–11:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
11:50–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors for prisoners over the age of 63 and prisoner participating in rehabilitation activities (work, study, social programmes)
13:00–16:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (work, study, social programmes). Prisoners may make calls with the phone provided to them
16:50–17:00	Closing cell doors
17:00–17:45	Dinner
17:50–18:00	Opening cell doors
18:00–19:00	Free time to move around in the ward. Prisoners may make calls with the phone provided to them

19:00–19:15	Closing cell doors
19:15–20:45	Headcount. Handing over sorted waste on Tuesdays, Thursdays, and Saturdays
22:00–06:00	Quiet hours

#### Schedule of ward S5 prisoners in punishment cells and locked cells

06:00	Waking up
06:00–07:50	Morning exercise, toilet, breakfast. Prisoners in punishment cells hand over their bedding
06:00–20:00	Walks according to the prison's organisation of work
07:50–08:30	Headcount
08:30–20:00	Prisoners may make calls with the phone provided to them. As a rule, private calls are made on Saturdays
12:00–12:50	Lunch
17:00–17:45	Dinner
19:15–20:45	Headcount. Handing over sorted waste on Tuesdays, Thursdays and Saturdays Prisoners in punishment cells receive bedding
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

#### **Annex 1.15**

##### **Schedule of ward K1 prisoners**

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (school, work, programmes)
08:40–11:50	Free time to move around in the ward and use the phone
11:50–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors
13:00–16:50	Free time to move around in the ward and use the phone
16:50–17:00	Closing cell doors
17:00–17:45	Dinner

17:50–18:00	Opening cell doors for prisoners over the age of 63 and prisoner participating in rehabilitation activities (school, work, programmes)
18:00–18:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (school, work, programmes). Prisoners may make calls with the phone provided to them
19:00–19:15	Closing cell doors
19:15–20:45	Headcount. Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.16**

### **Schedule of ward K2 prisoners**

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (school, work, programmes)
08:40–11:50	Free time to move around in the ward and use the phone
11:50–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors
13:00–16:50	Free time to move around in the ward and use the phone
16:50–17:00	Closing cell doors
17:00–17:45	Dinner
17:50–18:00	Opening cell doors for prisoners over the age of 63 and prisoner participating in rehabilitation activities (school, work, programmes)
18:00–18:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (school, work, programmes). Prisoners may make calls with the phone provided to them
19:00–19:15	Closing cell doors
19:15–20:45	Headcount. Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)



(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.17**

### **Schedule of ward K3 prisoners**

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks according to the prison's organisation of work
07:50–08:30	Headcount.
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (school, work, programmes)
08:40–11:50	Free time to move around in the ward and use the phone
11:50–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors
13:00–16:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:00–17:10	Closing cell doors
17:00–17:45	Dinner
17:50–18:00	Opening cell doors for prisoners over the age of 63 and prisoners participating rehabilitation activities (school, work, programmes)
18:00–18:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (school, work, programmes). Prisoners may make calls with the phone provided to them
19:00–19:15	Closing cell doors
19:15–20:45	Headcount. Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013) (Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended with Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.18**

### **Schedule of ward K4 prisoners**

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks according to the prison's organisation of work
07:50–08:30	Headcount.

08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (school, work, programmes)
08:40–11:50	Free time to move around in the ward and use the phone
11:50–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors
13:00–16:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
17:00–17:10	Closing cell doors
17:00–17:45	Dinner
17:50–18:00	Opening cell doors for prisoners over the age of 63 and prisoners participating in rehabilitation activities (school, work, programmes)
18:00–18:50	Free time to move around in the ward for prisoners over the age of 63 and prisoners who are participating in rehabilitation activities (school, work, programmes). Prisoners may make calls with the phone provided to them
19:00–19:15	Closing cell doors
19:15–20:45	Headcount. Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/92 of 21 May 2013, entered into force on 1 June 2013)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended with Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## **Annex 1.19**

### **Schedule of ward K5 prisoners**

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:30–21:50	Participation in rehabilitation activities (school, work, programmes)
08:40–11:50	Free time to move around in the ward and use the phone
11:50–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors
13:00–16:50	Free time to move around in the ward and use the phone
16:50–17:00	Closing cell doors
17:00–17:45	Dinner

17:50–18:00	Opening cell doors for prisoners over the age of 63 and prisoner participating in rehabilitation activities (school, work, programmes), except for those in punishment cells and locked cells
18:00–18:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
19:00–19:15	Closing cell doors
19:15–20:45	Headcount. Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

#### Schedule of ward K5 prisoners in punishment cells and locked cells

06:00	Waking up
06:00–07:50	Morning exercise, toilet, breakfast. Prisoners in punishment cells hand over their bedding
06:00–20:00	Walks according to the prison's organisation of work
07:50–08:30	Headcount
12:00–12:50	Lunch. Prisoners may make calls with the phone provided to them
17:00–17:45	Dinner. Prisoners may make calls with the phone provided to them
20:00–20:45	Headcount. Prisoners in punishment cells receive bedding. Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)  
(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)  
(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)  
(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

## Annex 1.20

### Schedule of ward K6 prisoners

06:00	Waking up
06:00–07:50	Morning exercise, toilet, making beds, breakfast
06:00–20:00	Walks by each ward separately according to the prison's organisation of work
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:40–11:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
11:50–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors
13:00–16:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
16:50–17:00	Closing cell doors

17:00–17:45	Dinner
17:50–18:00	Opening cell doors
18:00–18:50	Free time to move around in the ward. Prisoners may make calls with the phone provided to them
19:00–19:15	Closing cell doors
19:15–20:45	Headcount. Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

#### Schedule of ward K6 prisoners in punishment cells and locked cells

06:00	Waking up
06:00–07:50	Morning exercise, toilet, breakfast. Prisoners in punishment cells hand over their bedding
06:00–20:00	Walks according to the prison's organisation of work
07:50–08:30	Headcount
12:00–12:50	Lunch. Prisoners may make calls with the phone provided to them
17:00–17:45	Dinner. Prisoners may make calls with the phone provided to them
19:15–20:45	Headcount. Prisoners in punishment cells receive bedding Handing over sorted waste on Mondays, Wednesdays and Fridays
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Partially amended by Directive No. 1-1/49 of 4 April 2023, entered into force on 12 April 2023)

### **Annex 1.21**

#### **Schedule of imprisoned persons in the R1 ward, except for persons held in custody**

6:00	Wake-up
6:05-7:50	Morning exercise, toilet, making the beds, breakfast.
7:50-8:30	Roll-call
8:40-8:45	Opening of cell doors.
8:45-11:55	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
8:45-19:30	Walks in accordance with the work organisation of the prison.
8:45-21:50	Participation in resocialization activities (work, study, social programme).
11:55-12:00	Closing of cell doors.
12:00-12:50	Lunch.
13:15-13:20	Opening of cell doors.
13:20-15:10	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.

15:10-15:15	Closing of cell doors.
17:00-17:45	Dinner.
17:45-17:50	Opening of cell doors.
17:50-19:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:50-19:55	Closing of cell doors.
19:55-20:45	Roll-call.
22:00-06:00	Lights-out.

(Amended with Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)  
(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)  
(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

## **Annex 1.22**

### **Schedule of imprisoned persons in the R2 ward, except for persons held in custody**

6:00	Wake-up
6:05-7:50	Morning exercise, toilet, making the beds, breakfast.
7:50-8:30	Roll-call
8:40-8:45	Opening of cell doors.
8:45-11:55	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
8:45-19.30	Walks in accordance with the work organisation of the prison.
8:45-21:50	Participation in resocialization activities (work, study, social programme).
11:55-12:00	Closing of cell doors.
1:00-12:50	Lunch.
15:00-15:05	Opening of cell doors.
15:05-16:55	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
16:55-17:00	Closing of cell doors.
17:00-17:45	Dinner.
17:45-17:50	Opening of cell doors.
17:50-19:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:50-19:55	Closing of cell doors.
19:55-20:45	Roll-call.
22:00-6:00	Lights-out.

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)  
(Amended by Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)  
(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

### **Annex 1.23**

#### **Schedule of imprisoned persons in the R3 ward, except for persons held in custody**

6:00	Wake-up
6:05-7:50	Morning exercise, toilet, making the beds, breakfast.
7:50-8:30	Headcount
8:40-8:45	Opening cell doors.
8:40-11:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
8:45-19:30	Walks in accordance with the work organisation of the prison.
8:45-21:50	Participation in resocialization activities (work, study, social programme).
11:55-12:00	Closing cell doors.
12:00-12:50	Lunch.
12:50-13:00	Opening cell doors.
13:00-16:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
16:55-17:00	Closing of cell doors.
17:00-17:45	Dinner.
17:45-17:50	Opening of cell doors.
17:50-19:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:50-19:55	Closing of cell doors.
19:55-20:45	Roll-call.
22:00-6:00	Lights-out.

(Amended with Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Amended by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

### **Annex 1.24**

#### **Schedule of imprisoned persons in the R4 ward, except for persons held in custody**

6:00	Wake-up
6:05-7:50	Morning exercise, toilet, making the beds, breakfast.

7:50-8:30	Headcount
8:30-8:40	Opening cell doors.
8:40-11:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
8:45-19:30.	Walks in accordance with the work organisation of the prison.
8:45-21:50	Participation in resocialization activities (work, study, social programme).
11:55-12:00	Closing of cell doors.
12:00-12:50	Lunch.
12:50-13:00	Opening cell doors.
13:00-16:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
16:55-17:00	Closing of cell doors.
17:00-17:45	Dinner.
17:45-17:50	Opening of cell doors.
17:50-19:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:50-19:55	Closing of cell doors.
19:55-20:45	Roll-call.
22:00-6:00	Lights-out.

(Supplemented with Directive No. 1-1/120 of 17 June 2014, entered into force on 1 July 2014)  
(Amended by Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)  
(Amended with Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)  
(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)  
(Amended by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

## **Annex 1.25**

### **Schedule of ward R5 prisoners**

06:00	Wake-up
06:05–07:50	Morning exercise, toilet, making beds, breakfast
07:50–08:30	Headcount
08:30-08:40	Opening cell doors
08:40–11:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
08:45–19:30	Walks according to the prison's organisation of work
08:45–21:50	Participation in rehabilitation activities (work, study, social programmes)
11:55–12:00	Closing cell doors
12:00–12:50	Lunch
12:50-13:00	Opening cell doors



13:00–16:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
16:55–17:00	Closing cell doors
17:00–17:45	Dinner
17:45–17:50	Opening cell doors
17:50–19:50	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
19:50–19:55	Closing cell doors
19:55–20:45	Headcount
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

(Amended by Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

## **Annex 1.26**

### **Schedule of ward R6 prisoners**

06:00	Wake-up
06:05–07:50	Morning exercise, toilet, making beds, breakfast
07:50–08:30	Headcount
08:30–08:40	Opening cell doors
08:40–11:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
08:45–19:30	Walks according to the prison's organisation of work
08:45–21:50	Participation in rehabilitation activities (work, study, social programmes)
11:55–12:00	Closing cell doors
12:00–12:50	Lunch
12:50–13:00	Opening cell doors
13:00–16:55	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
16:55–17:00	Closing cell doors
17:00–17:45	Dinner
17:45–17:50	Opening cell doors
17:50–19:50	Free time to move around in the ward Prisoners may make calls with the phone provided to them.
19:50–19:55	Closing cell doors
19:55–20:45	Headcount
22:00–06:00	Quiet hours

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

(Amended by Directive No. 1-1/133 of 14 September 2015, entered into force on 1 October 2015)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

#### **Annex 1.26.1**

##### **Schedule of III unit prisoners and arrested persons in punishment cells and locked cells**

06:00	Wake-up
06:00–07:50	Morning exercise, toilet Making beds (individuals in punishment cells give away bedding), breakfast.
08:45–19:30	Walks according to the prison's organisation of work
07:50–08:30	Headcount
12:00–12:50	Lunch Individuals may make calls with the phone provided to them.
17:05–17:45	Dinner Individuals may make calls with the phone provided to them.
20:00–20:45	Headcount Prisoners in punishment cells receive bedding. Handing over sorted waste according to the prison's organisation of work.
22:00–06:00	Quiet hours

(Supplemented with Directive No. 1-1/24/47 of 2 April 2025, entered into force on 15 April 2024)

#### **Annex 1.27**

##### **Schedule of imprisoned persons in the P1 ward (except persons taken to the sobering centre)**

6:00	Wake-up
6:00-7:50	Morning exercise, toilet, making the beds, breakfast.
6:00-20:00	Walks in accordance with the work organisation of the prison.
7:50-8:30	Morning roll-call.
8:30-20:00	Imprisoned persons may make calls using the telephone provided to them. Private calls are made on Sundays, calls to the agencies are made depending on the need and the possibilities of the prison.
12:00-13:00	Lunch.
17:00-18:00	Dinner.
20:00-20:30	Roll-call. Handing over sorted waste.
22:00-6:00	Lights-out.

(Amended with Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

#### **Annex 1.28**

##### **Schedule of imprisoned persons in the P2 ward**

6:00	Wake-up
6:05-7:50	Morning exercise, toilet, making the beds, breakfast.
6:00-20:00	Walks in accordance with the work organisation of the prison.

7:50-8:30	Roll-call.
8:30-20:00	Imprisoned persons may make calls using the telephone provided to them. Private calls are made on Saturdays, calls to the agencies are made depending on the need and the possibilities of the prison.
13:00-14:00	Lunch.
17:00-18:00	Dinner.
20:00-20:30	Roll-call. Handing over sorted waste.
22:00-6:00	Lights-out.

(Amended with Directive No. 1-1/101 of 08 July 2015, entered into force on 14 July 2015)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

## **Annex 1.29**

### **Schedule of imprisoned persons in the medical ward**

6:00	Wake-up
6:00-7:50	Morning exercise, toilet, making the beds, breakfast.
6:00-20:00	Walks in accordance with the work organisation of the prison.
8:00-8:30	Roll-call.
8:30-20:00	Imprisoned persons may make calls using the telephone provided to them. Private calls are made on Saturdays, calls to the agencies are made depending on the need and the possibilities of the prison.
12:00-13:00	Lunch.
17:00-18:00	Dinner.
20:00-20:30	Roll-call. Handing over sorted waste.
22:00-6:00	Lights-out.

(Amended with Directive No. 1-1/250 of 3 December 2014, entered into force on 22 December 2014)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

## **Annex 1.30**

### **Schedule of imprisoned persons working and studying in the production building**

7:30-9:00	Arrival at the production building.
8:30-9:00	Getting dressed and going to the workplace. The imprisoned persons gather in the waiting area in groups on the orders of the prison officer and then move to their workplaces on the orders of the prison officer
9:00-16:30	Working time of imprisoned persons working as a tractor driver, as a shoemaker, in waste management, for Riigi Kinnisvara AS, in the assembly plant, and in the laundry. The imprisoned persons can only use the telephone

during the working day in accordance with the possibilities of the prison and only with the permission of the prison official. The working time of imprisoned persons working in the laundry are until 7.30 p.m., if necessary

- 9:00-17:00 Working time of imprisoned persons working in the metal and wood plant. The imprisoned persons can only use the telephone during the working day in accordance with the possibilities of the prison and only with the permission of the prison official.
- 10:00-10:10 Rest time for prisoners working in the production building The prisoners move to the break room with the permission of the prison officer. Each prisoner has an individual rest break of 15 minutes.
- 11:55-12:00 Imprisoned persons working in the laundry and waste management and vocational school students move to the canteen on the order of the prison official.
- 12:00-12:30 Lunch for vocational school students and imprisoned persons working as a tractor driver, as a shoemaker, in the laundry, for Riigi Kinnisvara AS, and in waste management. Imprisoned persons working for Riigi Kinnisvara AS move directly to the canteen on the order of the prison official.
- 12:30-13:00 Imprisoned persons who have finished work or studies get dressed and gather in the waiting area on the first floor and move from the production building to the living ward on the order of the prison official.
- 12:15-12:30 Imprisoned persons working in the wood plant gather in the waiting area on the ground floor on the order of the prison officer and move to the canteen on the order of the prison officer.
- 12:30-13:00 Lunch for imprisoned persons working in the wood and assembly plant.
- 12:30-12:35 Imprisoned persons working in the laundry, in waste management, as a tractor driver, and as a shoemaker gather in the waiting area on the first floor on the order of the prison officer and are escorted to their workplaces by the prison officer.
- 12:55-13:00 Imprisoned persons working in the metal plant gather in the waiting area on the ground floor on the order of the prison officer and move to the canteen on the order of the prison officer.
- 13:00-13:05 Imprisoned persons working in the wood and assembly plant gather in the waiting area on the first floor on the order of the prison officer and move to their workplaces on the order of the prison officer.
- 13:00-13:30 Lunch for imprisoned persons working in the metal plant.
- 13:30-13:35 Imprisoned persons working in the metal plant gather in the waiting area on the first floor on the order of the prison officer and move to their workplaces on the order of the prison officer.
- 15:00-15:10 Rest time for imprisoned persons working as a tractor driver, as a shoemaker, for Riigi Kinnisvara AS, in the assembly plant, and in the laundry (using the toilet, resting in the designated place). The imprisoned persons move to the rest room with the permission of the prison official.
- 15:15-15:25 Rest time for imprisoned persons working in the wood plant (using the toilet, resting in the designated place). The imprisoned persons move to the rest room with the permission of the prison official.
- 15:30-15:40 Rest time for imprisoned persons working in the metal plant (using the toilet, resting in the designated place). The imprisoned persons move to the rest room with the permission of the prison official.
- 16:00-16:45 Imprisoned persons working as a tractor driver, a shoemaker, in waste management, for Riigi Kinnisvara AS, in the assembly plant, and in the

laundry go to the changing room on the order of the prison official. The imprisoned persons move from the changing room to the waiting area on the first floor on the order of the prison officer and from the production building to the living ward on the order of the prison officer.

16:45-17:35. Imprisoned persons working in the wood and metal plant gather in the waiting area on the ground floor on the order of the prison officer and move to the canteen or changing room on the order of the prison officer.

17:35-17:45 The imprisoned persons move from the changing room to the waiting area on the first floor and from the production building to the living ward on the order of the prison officer.

(Amended with Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

(Amended with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)

### **Annex 1.31**

#### **Schedule of imprisoned persons in the S6 ward**

##### 1. Schedule of imprisoned persons in the western cells (1) in the S6 ward

6:00	Wake-up
6:00-7:50	Morning exercise, toilet, making the beds, breakfast.
7:50-8:25	Roll-call.
8:25-8:30	Opening of cell doors.
8:30-10:00	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
10:00-10:05	Closing of cell doors.
12:00-12:55	Lunch.
12:55-13:00.	Handing over sorted waste.
13:00-14:00	Walk.
14:00-15:30.	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
15:30-15:35	Closing of cell doors.
15:35-17:00	Working time of imprisoned persons who participate in the maintenance of the prison.
17:00-17:45	Dinner.
17:45-17:50	Opening of cell doors.
17:50-18:50	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
18:50-18:55.	Closing of cell doors.
20:00-20:30	Roll-call.
20:45-22:00.	Working time of imprisoned persons who participate in the maintenance of the prison.
22:00-6:00	Lights-out.

##### 2. Schedule of imprisoned persons in the eastern cells (2) in the S-6 ward

6:00	Wake-up
6:00-7:50	Morning exercise, toilet, making the beds.
7:50-8:30	Roll-call.
8:30-8:35	Handing over sorted waste.
8:35-9:35	Walk.
10:25-10:30	Opening of cell doors.
10:30-12:00	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
12:00-12:05	Closing of cell doors.
12:05-12:55	Lunch.
13:00-15:30	Working time of imprisoned persons who participate in the maintenance of the prison.
15:30-15:35	Opening of cell doors.
15:35-17:05	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
17:05-17:10	Closing of cell doors.
17:10-17:45	Dinner.
18:50-18:55	Opening of cell doors.
618:55-19:55	Free time for movement in the ward. Imprisoned persons may make calls using the telephone provided to them.
19:55-20:00	Closing of cell doors.
20:00-20:30	Roll-call.
20:45-22:00	Working time of imprisoned persons who participate in the maintenance of the prison.
22:00-6:00	Lights-out.

(Added by Directive No. 1-1/234 of 20 December 2013, entered into force on 1 January 2014)

(Amended by Directive No. 1-1/55 of 24 April 2017, entered into force on 1 October 2017)

(Amended by Directive No. 1-1/74 of 10 June 2022, entered into force on 13 June 2022)

## Annex 2

### Application for the storage of personal effects

First name: .....

Last name: .....

Date of birth: ..... Cell: .....

I would like to deposit the following personal effects in the storage

of personal effects / I would like to be issued the following

personal effects from the storage of personal effects: 1.

.....

.....

2.

.....

.....

3.

.....

.....

4.

.....

.....

5.

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.....

6.

.....

.....

7.

.....

.....

.....  
(Signature)

.....  
(Date)

I support the application of the imprisoned person to be issued  
personal effects from the storage / to deposit personal effects in



the storage

I do not support the application of the imprisoned person to be issued personal effects from the storage / to deposit personal

effects in the storage

.....

.....  
*(Name of the prison servant)*  
*the prison servant)*

*(Signature of*  
*(Date)*

I have been issued the personal effects from the storage / I have deposited the personal effects in the storage.

.....  
*(Signature)* *(Date)*

# Annex 3

## Application for issue of articles of clothing

### 1. Personal data of the applicant

Last name	First name	Name of the father	Date of birth/personal identification code	Person held in custody/convicted offender

### 2. Placement in the prison

Living ward and cell
----------------------

### 3. Content of the application

Name of item	Requested items ( <i>indicate the number and height, in the case of pants, also the waist circumference</i> )	I support the application / I do not support the application ( <i>filled in by a unit servant</i> )

### 4. Signature of the applicant and date \_\_\_\_\_

### 5. Proceedings (*filled in by a unit servant*)

The imprisoned person has had \_\_\_ euros available in their personal account \_\_\_\_\_ in the three months preceding the submission of the application.

**Decision:** issue / do not issue

.....  
(Name of the prison servant) (Signature) (Date)

### Reason for refusal

.....  
.....

### 6. I have read the refusal

.....  
(Signature of the imprisoned person) (Date)

### 7. I have been issued the articles of clothing

.....  
(Signature of the imprisoned person) (Date)

**Annex 4**

**Application for issue of toiletries**

**1. Personal data of the applicant**

Last name

First name

Name of the  
father

Date of birth/personal identification code

Person held in custody/convicted offender

**2. Placement in the prison**

Living ward and cell

**3. Requested toiletries** (mark with a cross)

Toilet soap	
Household soap	
Toothpaste	
Toothbrush	
Disposable razors	
Menstrual pads	

**4. Signature of the applicant and the date**

\_\_\_\_\_

**5. Proceedings**(filled by the inspector-contact person)

The imprisoned person has had ..... euros available in their personal account in the three months preceding the submission of the application.

**Decision:** issue / do not issue

.....  
(Name of the unit servant) (Signature) (Date)

Reason for refusal

.....

.....

**6. I have read the refusal**

.....  
(Signature of the imprisoned person) (Date)

**7. I have been issued the toiletries**

.....  
(Signature of the imprisoned person) (Date)

**Annex 5**

**Request to use an electrical device**

I am requesting permission to use the following personal electrical devices in the cell

No.	Name and brand of the electrical device	From (store/storage)	Power
1			
2			
3			

I agree to pay for the costs related to the use of electrical device in accordance with the established fee. I must use the electrical device in accordance with the instructions for use and in accordance with the procedure prescribed by the prison schedule, without disturbing the peace of other persons and the daily work organisation of the prison. I am aware that the prison is not liable for damages to the electrical device caused by power outages or voltage changes.

Additional explanations

.....  
.....

..... 20..  
(Name of the imprisoned person (**in capital letters**), date of birth, cell number) (Signature) (Date)

**Proceedings**

Decision: permit/refuse (reason for refusal)

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

If the permit is granted, it will be valid until the imprisoned person is transferred from Viru Prison to another prison or released from the prison or the permit is revoked.

Decided by:..... 20..  
(Name and position) (Signature) (Date)

In case of disagreement with the decision, an appeal can be submitted to Viru Prison within 30 days under the terms and conditions and procedure provided in the Administrative Procedure Act. If the appeal is rejected, is not resolved within the time limit, or it is returned, a complaint may be submitted to the administrative court within the time limits and in accordance with the procedure specified in the Code of Administrative Court Procedure.

Remark by a specialist on verifying the electrical device

.....  
.....

..... 20....  
(Security sticker numbers) (Signature) (Date)



## Annex 6

### Permit

.....  
(First and last name, date, signature)

### Application to be issued personal effects from the prison

I am requesting to be issued the following items belonging to me, .....,  
from the prison storage: (to whom: first and last name)

- |         |         |
|---------|---------|
| 1. .... | 5. .... |
| 2. .... | 6. .... |
| 3. .... | 7. .... |
| 4. .... | 8. .... |

First and last name of the applicant: .....

Cell number: .....

Signature of the applicant: .....

Date: .....

I have been issued the items and have no complaints	(Name and signature of the imprisoned person, date)
Issued by	(Name and signature of the prison servant, date)

**Annex 7**

Imprisoned person

.....  
*(Last name, first name, name of the father, year of birth)*

**Statements**

**Explanation of what happened**

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.....  
*(Signature of the imprisoned person, date)*

**Statements were taken from the imprisoned person by**

.....  
*(Name and signature of the prison officer, date)*

## Annex 8

### Application for vital statistics registrations

*(The application must be completed in capital letters!)*

Select the appropriate option:

- Marriage
- Divorce

Name and personal identification code of the imprisoned person:

.....

Name and personal identification code of the spouse:

.....

Name of the civil law notary:

.....

Date:

.....

Guests (maximum four people: father, mother, grandfather, grandmother, child, grandchild, adoptive parent, adopted child, step-parent, foster parent, stepchild, foster child, brother, or sister of the imprisoned person and spouse)

Name, personal identification code, relationship with the applicant:

- 1) .....
- 2) .....
- 3) .....
- 4) .....

Items that the imprisoned person wishes to be brought to the territory of Viru Prison (e.g. rings, black trousers, white T-shirt):

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

*(Date of submitting the application)*

*(Submission of the application)*



## Annex 9

### Agreement to participate in a hobby group

I, .....,  
(*first and last name*)

agree to the rules established for participating in the hobby group and must follow them.

### Rules

1. It is forbidden to bring any items to the hobby group.
2. All tools are available for use in the hobby group class. At the end of the lesson, I return all the tools to the teacher.
3. I will not disturb others while in the hobby group and I will engage in the activities specified by the teacher.
4. I must keep order in the hobby group.
5. I know that the works created in the hobby group are the property of Viru Prison.

I have read the rules and agree to follow them. I know that if I do not follow the rules, I will be removed from the hobby group list.

## Annex 10

### PROCEDURE FOR USING THE LIBRARY

1. The library of Viru Prison borrows publications to imprisoned persons in accordance with the list of the main collection in buildings P, E, and S twice a month based on a schedule. The borrowed publications are entered into the electronic database of the library.
2. In connection with studies or as part of the motivation programme, imprisoned persons may, based on permission and prior agreement, visit the prison library, familiarise themselves with the book collection of the main collection, borrow materials in accordance with the list of the main collection, and do schoolwork.
3. Imprisoned persons can borrow up to five publications at the same time from the main collection of the prison library or from the collection of the E-building. Publications are borrowed for two weeks until the next library visit day. The return deadline can be extended while the library is in the ward or through the inspector-contact person, but not more than three times.
4. If the requested publication has already been borrowed, the imprisoned person may request to be added to the waiting list.
5. Educational literature is borrowed on a priority basis to imprisoned persons on the school list. Publications that are not in high demand are also borrowed to independent learners. The borrowing period for educational literature is one semester or until the end of the course.
6. The user of the library must take care of the publications, to check their condition upon receipt, and to notify the library of damaged publications through the inspector-contact person.
7. The library has the right to refuse to borrow publications if the imprisoned persons has not returned the publications on time or if the publications are lost or damaged. In case of damage or loss, the librarian prepares a report. The imprisoned person may borrow publications again after compensating the damage caused. Imprisoned persons participating in studies are borrowed the publications necessary for their studies even if they have not previously returned the publications on time or have damaged or lost the publications. In this case, the borrowing of other publications is possible after compensation for the damage caused.
8. The imprisoned person is liable for the borrowed publication. The imprisoned person may not give library publications to other imprisoned persons or accept publications borrowed from the library from other imprisoned persons.
9. If the imprisoned person is transferred within the prison, they must take the borrowed publications with them and return the publications when their borrowing deadline arrives.
10. If the imprisoned person leaves the prison or is transferred to the open prison, they must return the borrowed publications to the library. If the imprisoned person cannot return the publications to the library themselves, they must give the publications to the prison service officer, who will deliver them to the library.

I, .....,  
(first name, last name, date of  
birth), register as a reader of the Viru Prison library.

I have read the procedure for using the library and

agree to the compensation of the value of the publications lost or damaged by me by the prison

deducting money from my personal account. Compensated prices:

- 1) the purchase price of an equivalent publication to replace a damaged publication
- 2) damage to the bar code or location code €1.60

Signature:

Date

## Annex 11

### Application of the imprisoned person

First and last name, name of the father:

Date of birth or personal identification code:

Cell number:

Application

Signature and date of submission of the application:

**Annex 12**

Merchant: Reserved: Amount: Store visit ID: Name of the imprisoned person:	Prison: Viru Prison Section: Cell: Code of the imprisoned person:
--	--

Printed by: ..... Purchase period:

**Order form No.**

I am requesting for a permit to purchase the following items

No.	Name of the goods	Price	Quantity	Amount	Issued quantity	Cost

Total: .....

Signature of the imprisoned person: .....

**I am satisfied with the purchased items.**

I have received the goods that cost (amount in words)  
 ..... Please deduct this amount from my personal account.

.....  
 (*Signature of the imprisoned person*) (*Date*)



## Annex 13

### Permit

.....  
(First and last name, date, signature)

### Application

I am requesting for a permit to **purchase** the following items permitted in the prison through the Viru Prison store:

.....  
.....  
.....  
.....  
.....  
(Exact name, specification, model, brand)

I agree to reserve ..... euros for the purchase.

.....  
(First name and last name of imprisoned person, cell number, signature, and date)

Position of the inspector-contact person:

.....  
.....  
.....  
.....  
(Name and signature of the inspector-contact person, date)

Financial status of the imprisoned person: ..... euros, from which the reservation has been made in the amount of ..... euros

Note by the store:

.....  
.....  
.....  
(Name and signature of the store officer, date)

Note on the receipt of the goods

The goods have been received and verified in my presence. I have no complaints.

.....  
(First name, last name, and signature of the imprisoned person, date)

## Annex 14

### Request for a short-term visit

First name and last name of the imprisoned person, name of the father	
Date of birth	
1. <b>Visitor</b> First name, last name, name of the father Date of birth, personal identification code, and place of birth	
2. <b>Visitor</b> First name, last name, name of the father Date of birth, personal identification code, and place of birth	
Residential address	
Contact information of the applicant (phone number; email)	
Identity document (number, issuer, date of issue)	
Requested time for visit	
Reason for visit (fill in when visiting a person held in custody)	
Relationship with the imprisoned person (family member, partner, etc. )	
I am bringing children to the visit (first and last name, age)	
I have read the procedure for the visit	<div style="text-align: right;">                 /signature/                 <span style="margin-left: 200px;">/date/</span> </div>

<b>Filled in by</b> <b>VIRU</b>	Officer responsible for identifying persons and organising visits (first and last name, position, signature)	
	Application No. .... Date .....	



## Annex 15

### Request for a long-term visit

First and last name of the imprisoned person	
Cell number	
First and last name(s) of the visitors	1.
	2.
	3.
	4.

I am requesting a long-term visit with a citizen.

Relationship of the visitors with the imprisoned person (family member, partner, etc.):	
Date of birth or personal identification code:	
Address:	
Identity document, number, date of issue:	
Telephone number(s) of the visitor(s):	
<b>Requested time for the visit:</b>	Beginning: ..... 20..... at 12 p.m. End: ..... 20... at .... 12 p.m.
Children are also visiting the imprisoned person (first and last name, age):	1.
	2.
	3.
Signature of the applicant:	
The date of submission of the application:	

### Filled in by Viru Prison

Note of the prison officer on previous visits and restrictions:	
Name and signature:	
Date	



<b>Decision:</b>	
<b>Permitted visit time:</b>	Beginning: ..... 20..... at 12 p.m. End: ..... 20... at .... 12 p.m.



## Annex 16

### INSTRUMENT OF DELIVERY AND RECEIPT OF THE LONG-TERM VISIT ROOM No.

.....

Jõhvi, ..... 20...

The instrument was prepared by the user of the room

.....

(personal identification code .....)

and a representative of Viru Prison .....

for using the room No. .... (total area ..... m<sup>2</sup>) for a long-term visit from .....  
to ..... 20 .....

The condition of the room and property at the time the user receives the room:

.....

.....

The user of the room knows and confirms by signing the instrument that:

- 1) they are personally liable for the use of the room;
- 2) they have received the property for use which is specified in the inventory list of the room and they will return it on the day of delivery of the room;
- 3) they will use the property as intended and in a prudent manner, will not damage it, and will not allow the visitor(s) to do so;
- 4) they will inform the prison of damaged property;
- 5) they will compensate the cost of the property in case of its damage or loss, as well as the damage caused to the premises in full, regardless of the person who caused the damage;
- 6) they will deliver a cleaned room (including washed dishes and folded bedding) when leaving;
- 7) they will turn off the electronics (including TV, refrigerator) and lighting when leaving;
- 8) they will deliver the room as it was before use;
- 9) they will not move the furniture in the room.
- 10) If the visit is ended earlier, the money will not be returned.

#### Delivery and receipt inventory of the long-term visit room

Item	Quantity before the visit (pcs)	Quantity after the visit (pcs)
Mug		
Spoon		
Bowl		
Pillow		
Sheet		

Blanket		
Pillow case		
Small towel		
Bath towel		
Bedcover		
Toy/board game		
Bible		
Television remote		

Comments

.....

.....

.....

.....

.....

User: ..... Officer: .....

..... 20.... a ..... 20...

The condition of the room and property at the time the user delivered the room:

.....

.....

.....

Delivered: ..... Received: .....

..... 20.... ..... 20...

**Request to use the telephone**

The telephone was used by the imprisoned person .....  
whose phone card

(first and last name)

serial number is .....

1) for calling ....., telephone number .....  
(name of the agency or first and last name of the person)

the call started at ....., the call ended at ....., the call lasted for .....

2) for calling ....., telephone number .....  
(name of the agency or first and last name of the person)

the call started at ....., the call ended at ....., the call lasted for .....

3) for calling ....., telephone number .....  
(name of the agency or first and last name of the person)

the call started at ....., the call ended at ....., the call lasted for .....

4) for calling ....., telephone number .....  
(name of the agency or first and last name of the person)

the call started at ....., the call ended at ....., the call lasted for .....

.....  
(Date, ward number, cell number, signature)

## Annex 18

### Request for a prison leave plan

Imprisoned person .....  
Date of birth: .....  
Placement: .....  
Sections of the sentence: .....  
Start of serving the sentence: ....., end: .....  
First opportunity for release on parole: .....  
First opportunity for electronic release on parole: .....  
Requested time of leave: .....

Please grant me permission for prison leave. I need the prison leave to

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

Exact prison leave plan for up to seven days together with the names of companies and persons

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

Main place of stay, address, and telephone number

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

Names, addresses, and telephone numbers of the persons to be visited

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

Names, addresses, and telephone numbers of the companies to be visited

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

I have read and understood the conditions and requirements of prison leave, as well as my obligations during the prison leave.

1. I am aware that I am obliged to register at the local police office, the address of which is specified on the prison leave certificate, on the day of arrival and departure from the destination (subsection 85 (2) of the 'Internal Rules of Prison').
2. I am aware that on my last day of leave, I must return by the time specified on the prison leave certificate and be sober (subsection 86 (1) of the 'Internal Rules of Prison'). I have been warned of the liability under section 329 of the Penal Code.
3. I am aware that the prison leave will be interrupted immediately due to a violation of law committed during the prison leave or detention on suspicion of having committed a criminal offence (section 87 of the 'Internal Rules of Prison').
4. I am aware that consumption of alcohol, narcotics, or other drugs is prohibited during the prison leave.
5. I am aware that I must be available at the address of the place of stay indicated on the application for leave during the leave and be present at this address during the leave from 10 p.m. to 7 a.m.
6. I am aware that when arriving at the prison, I may not have other items than the clothing and other items that I had when leaving the prison (section 15 of the Imprisonment Act, subsection 57 (1) of the 'Internal Rules of Prison').
7. I must regularly report myself and call the chief specialist-steward of the prison at 663 7800 or mobile phone 5302 4893 at 10 a.m. and 10 p.m. on each day of the prison leave and inform them about the course of the prison leave and my location and answer their questions about other circumstances.
8. In the event of emergency, I must turn to the nearest police station or call the free emergency line **112**.
9. I am aware that I have to cover the costs of leave (subsection 32 (7) of the Imprisonment Act). To receive cash, I have to submit a relevant application to the administrative ward before going on a leave.
10. I am aware that the prison service officer may by directive determine the places where an imprisoned person may or shall stay during a leave, and the time periods during which the imprisoned person is required to or shall not stay in the determined places, or activities which are excluded during the leave or which the imprisoned person is required to do (subsection 32 (4<sup>1</sup>) of the Imprisonment Act).

..... 20..... Name and signature of the imprisoned person:  
.....

## Annex19

### Application

Please issue from my personal account money in the amount of

.....

euros.

*(amount in numbers and words)*

Reason: .....

.....

.....

.....

*(Signature)*

.....

*(First name and last name, date of birth)*

..... 20.....

*(Date)*

Note of the prison officer on the amount to be issued

.....

.....

### Decision

On the basis of subsection 44 (2) of the

Imprisonment Act and section 54 and

subsection 53 (2) of the 'Internal Rules of Prison', I

permit/refuse (reason in case of refusal)

.....

.....

.....

*(Name, signature, date)*

**Annex20**

**Application**

I, .....  
*(first and last name of the imprisoned person, name of the father, date of birth)*

refuse the food offered by Viru Prison. Reason for refusing food:

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

I am aware that I will once again provided prison food during the next meal based on my written application.

.....  
*(Signature of the imprisoned person)*

The application has been accepted on ..... 20... at .... o'clock

.....  
*(Name of the prison official who accepted the application)*

.....  
*(First and last name of the prison officer)*

.....  
*(Position)*



## Annex 21

### Application

I, .....,  
(first and last name of the imprisoned person, name of the father, date of birth)

wish to be provided prison food again from the next meal: .....

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

I am aware that I will once again provided prison food during the next meal based on my written application.

.....  
(Signature of the imprisoned person)

The application has been accepted on .... 20... at .... o'clock

.....  
(Name of the prison officer who received the application)

.....  
(First and last name of the prison officer)

.....  
(Position)

## **Annex 22**

Invalid (Revoked with Directive No. 1-1/24/47 of 2 April 2024, entered into force on 15 April 2024)



## Annex 24

### Application to repair electronics out of warranty

#### 1. PERSONAL DATA AND LOCATION

FIRST NAME, LAST NAME, NAME OF THE FATHER: (in capital letters)			
	LAST NAME	FIRST NAME	NAME OF THE FATHER
DATE OF BIRTH:			
VIRU PRISON		WARD	CELL NUMBER

#### 2. CONTENT OF THE APPLICATION

ELECTRONICS NAME/model/ security sticker number	List of services	TV 50HZ (kinescope TV) UP TO 21" DIGIBOX	TV 100HZ, LCD-TV UP TO 21' COMBI SYSTEM (LCD+DV D)	remote control	I agree with the service and amount Yes/No
TV	Diagnostics + transport	15 euros	32 euros	3 euros	

#### 3. CONFIRMATION AND SIGNATURE OF THE IMPRISONED PERSON AND DATE OF APPLICATION

**I confirm that the above information is correct and I agree to pay for diagnostics and transportation**

.....20

Signature of the imprisoned Date

#### 4. NAME AND SIGNATURE OF THE OFFICER WHO RECEIVED THE APPLICATION AND DATE

..... 20

Name and signature of the officer Date

#### 5. NOTES OF THE INSPECTOR-CONTACT PERSON

There are no funds in

There are ..... euros on the personal account

..... 20

Name and signature of the officer Date

**6. RESERVATION OF THE ADMINISTRATIVE WARD**

..... euros have been reserved on the personal account of the imprisoned person for diagnostics

..... 20  
Name and signature of the Date

**7. COST OF REPAIR WORKS**

Repair works + spare parts ..... euros

..... 20  
Date

**8. NOTES OF THE INSPECTOR-CONTACT PERSON**

There are no funds in

There are ..... euros in the

..... 20  
Date

**9. I AGREE / WITHDRAW THE APPLICAION (cross out the wrong one)**

..... 20  
Signature of the Date

**10. RESERVATION OF THE ADMINISTRATIVE WARD**

..... euros have been reserved on the personal account of the imprisoned

..... 20  
Date

**11. I HAVE RECEIVED THE REPAIRED ELECTRONICS AND HAVE/DO NOT HAVE COMPLAINTS**

..... 20  
Date

## 12. COMPLAINTS

**Annex 25**

**PROPOSAL TO COMPENSATE THE COST OF BROKEN PRISON PROPERTY**

--

*First and last name and date of birth of the imprisoned person*

The date of damaging the property	Date and number of the report of damaging the property	Procedure registration number	Damaged items	Cost of items

**TOTAL AMOUNT:**

Officer who prepared the proposal:  
*/First and last name, position/*

Date of preparation of the proposal:

Note of the imprisoned person:

- I AGREE TO COMPENSATE
- I DO NOT AGREE TO COMPENSATE

Signature of the imprisoned person, date:

Note of the Budget Service of the Administrative Department specialist on payment:

**PRISONER’S REQUEST FOR SHOE REPAIR**

First name .....

Surname .....

Date of birth .....

Sector / Cell .....

Please repair my

.....

.....

.....

(description, colour and brand of the shoes, and what needs repairing)

I agree to pay the cost of shoe repair according to the price list. I am aware that shoe repair is not covered by warranty (clause 11.2.12 of the rules of procedure)

Signature    Date.....

I have received the shoes

Name and signature of prisoner and date .....

Shoes handed over to the prisoner by

Name and signature of official and date .....