

Rules of procedure of Viru Prison open prison

Approved by Directive No. 1-1/19 of 23 January 2013 of the director of Viru Prison, amended by Directive No. 11/133 of 7 July 2014 of the director of Viru Prison, Directive No. 1-1/152 of 11 August 2014, Directive No. 1-1/53 of 27 March 2015, Directive No. 1-1/169 of 22 December 2015, Directive No. 1-1/22 of 4 February 2016, Directive No. 1-1/196 of 29 December 2016, Directive No. 1-1/69 of 13 June 2017, Directive No. 1-1/115 of 4 October 2017, Directive No. 1-1/133 of 7 December 2017, Directive No. 1-1/82 of 2 July 2018, Directive No. 1-1/135 of 22 October 2021, Directive No. 1-1/76 of 15 June 2022, Directive No. 1-1/215 of 12 December 2023 and Directive No.1-1/3-25/4 of 24 January 2025.

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1. General provisions

- 1.1. The purpose of the rules of procedure of the open prison of Viru Prison (hereinafter the prison) (hereinafter the rules of procedure) is to specify the general procedure and organisation of the execution of judgments set out in the Imprisonment Act, regulation No. 72 of 30 November 2000 the Minister of Justice 'Internal Rules of Prison', the rules of procedure of Viru Prison, and other legislation in the open prison of the prison (hereinafter the open prison). (Amended with Directive No. 1-1/69 of 13 June 2017, entered into force on 1 July 2017)
- 1.2. Imprisoned persons in the open prison, prison officers, and persons visiting the prison must comply with the rules of procedure.
- 1.3. 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 of the unit.
- 1.4. 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.
- 1.5. The prison has the right to demand from the imprisoned person compensation for the material damage caused through civil court proceedings.
- 1.6. The director of the prison has a right to temporarily deviate from compliance with the rules of procedure in their orders if necessary.
- 1.7. The imprisoned person must:
 - 1.7.1. stop other activities when the prison service officers enter the room, stand up, keep their hands at the sides in a visible position for the prison service officer, and stand by their bed or elsewhere on the order of the prison service officer;
 - 1.7.2. be polite with prison officers, prison visitors, and other imprisoned persons, not use jargon or slang, and stand up to greet prison officers and other officials visiting the prison;
 - 1.7.3. when outside the room, be properly dressed: the clothing must be clean and the sleeves and trouser legs must not be rolled up. Wearing a jacket indoors is prohibited, except when going for a walk or coming back from it;
 - 1.7.4. immediately notify the prison service officer of any lost or found items, as well as of the destruction or becoming unusable of effects items in the room or the prison property;
 - 1.7.5. turn off electrical equipment when leaving the room last. (Added by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)
- 1.8. The imprisoned person is not allowed to:
 - 1.8.1. cross the barriers, climb or hang on the structure of the walking area;
 - 1.8.2. leave the place of stay assigned to them without the permission of a prison service officer;
 - 1.8.3. enter the working premises of the prison staff without permission;
 - 1.8.4. stay in a 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.
 - 1.8.5. use physical and/or mental violence against other imprisoned persons, prison officers, and other persons;
 - 1.8.6. behave rudely and use sexually harassing, obscene, ambiguous, threatening, and degrading expressions; (Amended by Directive No. 1-1/69 of 13 June 2017, entered into force on 1 July 2017)
 - 1.8.7. call out, exchange information loudly with another imprisoned person, shout, or otherwise disturb other persons in the prison;
 - 1.8.8. incite or encourage other imprisoned persons to commit violations of law;
 - 1.8.9. play board or other games or place bets for profit-making purposes;
 - 1.8.10. tattoo themselves or another person and allow themselves to be tattooed;
 - 1.8.11. arbitrarily leave open doors between floors and doors leading to the outdoor area, put foreign items in the door stop, etc.;

- 1.8.12. adjust the volume of a television and radio to interfere with the performance of the duties of the prison officers or disturb other persons; (Amended by Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
 - 1.8.13. put items and substances in the toilet bowl that are not subject to the intended use of the toilet bowl;
 - 1.8.14. 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 room and other prison property. 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 windowsill, etc.); (Amended by Directive No. 1-1/133 of 7 December 2017, entered into force on 1 January 2018)
 - 1.8.15. bring into or out of the room items of furniture that are not on the list of room furnishings, and keep in the room 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;
 - 1.8.16. acquire and dispose of items and substances from other imprisoned persons.
 - 1.8.17. stay in a room and at the door of a room not intended for them; (Added by Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
 - 1.8.18. display images and symbols (photos, pictures, flags, coats of arms, symbols, etc.) on their body, clothing, or in the room 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. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
 - 1.8.19. attach to the adhesive boards in the rooms or otherwise display (including outside the cell) pictures, reproductions, magazine clippings, etc., which depict the naked human body; (Added by Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
 - 1.8.20. ferment or acidify foodstuffs; (Added by Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
 - 1.8.21. store products in the room that are not in their original packaging or the storage box set out in clause 7.1.36 of the rules of procedure (Added by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)
- 1.9. 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. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)

2. Territory of the open prison

- 2.1 The territory of the prison consists of the land area and buildings located inside and outside the outer boundary of the prison.
- 2.2 The open prison building is located on the territory of the prison and is marked with AV.
- 2.3 The open prison is defined as the building intended for the accommodation of imprisoned persons and the surrounding area delimited by a wire fence.

3. Reception into and placing in the open prison

- 3.1. The imprisoned person arriving in the open prison will undress to be strip-searched. Before the search, the prison service officer makes a proposal to the imprisoned person to hand over all items that they have with them which are prohibited in the open prison or which were not acquired through the prison.
- 3.2. After the search, the imprisoned person is provided with one pillow, one blanket, two sheets, one pillowcase, one small towel, one bath towel, and dishes (fork, knife, spoon, mug, coffee cup, plate, bowl). If necessary, toiletries are also provided to the imprisoned person.
- 3.3. Items prohibited in the open prison will be handled pursuant to the procedure established in the Imprisonment Act and the 'Internal Rules of Prison'.

- 3.4. The prison service officer assigns the imprisoned person a room, a bed, an adhesive board for putting up information and photos, and a locker for storing items, which is marked on the label on the door of the room. The prison service officer decides which personal effects will be allowed for the imprisoned person and which will be deposited in the storage and introduces the rules of procedure of the open prison against a signature. (Amended with Directive No. 1-1/133 of 07 December 2017, entered into force on 1 January 2018)
- 3.5. The personal effects of the imprisoned person which are not allowed in the prison are deposited in the designated storage. The personal effects are entered in the list of personal effects in the register of imprisoned persons. The proper deposition of items in the storage and their issuance from the storage is organised by the prison service officer.
- 3.6. The imprisoned person is asked to sign a letter of guarantee (**Annex 22**), whereby they undertake to voluntarily provide urine and/or blood samples at the first request to detect a possible state of intoxication. Refusal to sign the letter of guarantee or to give subsequent samples is considered grounds for transferring the imprisoned person to the closed prison.
- 3.7. If necessary, the imprisoned person and their effects will be immediately disinfected.
- 3.8. Once the imprisoned person arrives at the open prison, their education and professional skills are specified, on the basis of which they are generally employed, keeping in mind the goals set in their individual treatment plan.

4. Movement on the territory of the prison and the open prison

- 4.1. The imprisoned person must wear a name tag in a visible place on the territory of the prison. They do not have to wear a name tag when leaving the territory of the prison.
- 4.2. Prisoners move around on prison grounds with the permission of and accompanied by a prison service officer or independently. (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
- 4.3. The imprisoned person has the right to move without an escort within the open prison in accordance with the schedule from wake-up until lights-out.
- 4.4. Prisoners go for a walk in appropriate clothing for the season. The prison service officer has the right to prohibit a prisoner from walking if they are not dressed in accordance with the season. Only a wristwatch, a religious item worn around the neck, a wedding ring, a handkerchief, a bottle and a book (including periodicals and magazines) are allowed on the walk. (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
- 4.5. While in the walking area, imprisoned persons of the open prison may not communicate with other people through the fence, lie on the ground, and sit in places not designated for this purpose. (Amended with Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
- 4.6. An imprisoned person of the open prison who participates in the maintenance of the prison on the outer territory may communicate only with the prison officer organising the work. Communication with other persons is prohibited. (Amended with Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
- 4.7. If the imprisoned person commits an act corresponding to the characteristics of a disciplinary violation in the walking area, the prison service officer has the right to continue or interrupt their stay in the walking area. (Amended with Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
- 4.8. If the imprisoned person leaves the open prison or enters the open prison, they will be searched. For this, they 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 fully searched, including strip-searched.

5. Schedule

- 5.1. The imprisoned person must follow the established schedule (**Annex 1**).
- 5.2. The imprisoned person must go to the room assigned to them for meals and roll-calls in accordance with the schedule.
- 5.3. The imprisoned persons study, work, participate in religious services, and engage in cultural and sports events generally from wake-up to lights-out, taking into account the specifics of the schedule.
- 5.4. Imprisoned persons are sent to work based on work schedules, which the prison service officer informs them about in advance.
- 5.5. The library and hairdresser services are used in accordance with the work organisation of the open prison.
- 5.6. Cable television is switched on in the rooms at 06:00 and off at 22:00. The use of electricity and cable television may be allowed until 00:00 by the decision of the head of the open prison unit or senior prison officer present. (Supplemented with Directive No. 1-1/22 of 4 February 2016, entered into force on 12 February 2016) (Amended by Directive No. 1-1/133 of 7 December 2017, entered into force on 7 December 2017) (Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)
- 5.7. Imprisoned persons can meet with the prison management, including the director, one day a month in the second week of every month. The inspector-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 10**) is justified.

6. Roll-call

- 6.1. The order for the roll-call is given orally or through the sound system immediately before the start of the roll-call. The roll-call is carried out in the rooms and, if necessary, at the workplaces of the imprisoned persons. The 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. (Supplemented with Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
- 6.2. During the roll-call, the imprisoned person must stand up when a prison service officer enters the room and stand properly dressed next to their tidy bed or elsewhere as ordered by the prison service officer.
- 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 switch off all electrical devices in the room and common areas during the roll-call.
- 6.4. (Repealed by Directive No. 1-1/135 of 22 October 2021, entered into force on 22 October 2021)
- 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 room and the room furnishings.
- 6.6. During the roll-call, the imprisoned person must stay in the room assigned to them. They may leave it if the prison service officer carrying out the roll-call has given permission to do so.

7. Prohibited items

- 7.1. In addition to the items specified in section 64¹ of the 'Internal Rules of Prison', the following items corresponding to the characteristics described in subsection 15 (2) of the Imprisonment Act are prohibited to imprisoned persons on the basis of subsection 15 (4) of the Imprisonment Act:

- 7.1.1. foodstuff and seasoning, plant-based products, liquid, powdered, solid, and other substances, and cigarettes and matches acquired without the prison service or without permission, or which were not with the imprisoned person upon their arrival at the prison;
 - 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 imprisoned person at the time of their arrival in the prison; an article of clothing with rubber inside; trouser belts;
 - 7.1.3. ceramic, glass, or metal item or an item containing these elements, except for: a wrist-watch purchased through or with the permission of the prison and a wrist-watch that the imprisoned person had with them at the time of their arrival at the prison; nail clipper without a nail file, up to 8 cm long; pocket mirror with plastic casing, up to 10 cm in diameter, 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;
 - 7.1.4. self-made items;
 - 7.1.5. inedible foodstuffs,
 - 7.1.6. 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;
 - 7.1.7. liquids mixed from different substances the composition of which cannot be unambiguously determined;
 - 7.1.8. medicine, medicinal herbs, food supplements, vitamins and energy drinks, sports drinks and substances intended for their preparation, except medicines prescribed/issued by a provider of health care services, food supplements and vitamins prescribed/issued by a provider of health care services or purchased with the prison's permission; (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
 - 7.1.9. medical aids, medical accessories, instruments, or devices, except if prescribed by the prison medical officer;
 - 7.1.10. mobility aids, except if permitted or issued by the prison medical officer;
 - 7.1.11. aroma emitting substance and item, except toiletries and cleaning products purchased through the prison service or issued by the prison;
 - 7.1.12. toilet paper, napkins, cotton pads, cleaning cloth, sponge, etc., except items acquired through the prison or with permission of the prison and taken to the prison, except plastic soap box (1 pc), plastic toothbrush box (1 pc), and cleaning cloth (1 pc) purchased with the permission of the prison; (Amended with Directive No. 1-1/133 of 7 July 2014, entered into force on 21 July 2014)
 - 7.1.13. condoms, except condoms issued by the prison service or acquired with the permission of the prison service;
 - 7.1.14. electronic cigarette;
 - 7.1.15. a substance, device, or item used in tattooing, except five blue ballpoint pens;
 - 7.1.16. electric toothbrush, a shaving device with batteries, hair clipper, and other such devices which can easily be used as a tattoo machine, except a razor for an imprisoned person who does not have a shaving device in their room;
 - 7.1.17. art and office supplies, writing and drawing materials, except plastic paper clips purchased through the prison; school-issued items; a functional blue ballpoint pen that is either disassemblable or transparent, crayons and a pencil, all of which must be purchased through the prison or brought upon arrival. The total number of the listed writing instruments is limited to 50 pieces; eraser; flexible and transparent ruler made of soft material, up to 30 cm long, purchased through the prison service – 1 piece; pencil sharpener;
- (Amended with Directive No. 1-1/133 of 7 July 2014, entered into force on 21 July 2014)
(Amended by Directive No. 1-1/135 of 22 October 2021, entered into force on 22 October 2021)
(Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)

- 7.1.18. office equipment, except a calculator issued by the prison or acquired through the prison; (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
- 7.1.19. document recorder, covers, and film pocket, except document folders with transparent soft covers that do not contain metal parts;
- 7.1.20. photo and stamp albums, photo frames;
- 7.1.21. books, catalogues, and similar items that have not been acquired through or with the permission of the prison service or issued by the prison service;
- 7.1.22. musical (greeting) card;
- 7.1.23. items, the intended use of which requires the covering of surfaces, building elements, etc.;
- 7.1.24. 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;
- 7.1.25. electrical devices with a capacity exceeding 1.2 kW which have not been obtained through the prison service or which the imprisoned person did not have with them upon their arrival at the prison; (Amended by Directive No. 1-1/135 of 22 October 2021 entered into force on 22 October 2021)
- 7.1.26. a television with a diagonal of more than 61 cm (24"); (Amended by Directive No. 1-1/135 of 22 October 2021, entered into force on 22 October 2021)
- 7.1.27. power supply, except batteries acquired with the permission or through the prison service;
- 7.1.28. non-functioning, self-repaired electrical and electronic equipment with signs of modification or damage, parts of the equipment and the device from which the part was removed;
- 7.1.29. signal or broadcast transmitter or receiver and their accessories, except a television issued with the permission of the prison service and acquired through the prison or brought by the prisoner upon arrival at the prison; (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
- 7.1.30. computers and other devices that can be used or modified to access the Internet;
- 7.1.31. data medium and its reader, except paper;
- 7.1.32. digital or electronic game and game console;
- 7.1.33. scale;
- 7.1.34. women's clothing for male imprisoned persons;
- 7.1.35. 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. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
- 7.1.36. 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;
 - five plastic bags for the personal use of the imprisoned person;
 - up to three transparent plastic storage boxes, the capacity of one box can be up to 1 litre;
 - water filter jug (1 pc);
 - a plastic soap box, toothbrush box, and denture box purchased through the prison service or with the permission of the prison service or brought by the imprisoned person upon arrival in prison;
 - 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;
 - packaging of food purchased via the prison until the original product is consumed.
- (Amended with Directive No. 1-1/133 of 7 July 2014, entered into force on 21 July 2014)
(Amended by Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
(Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
- 7.1.37. (Repealed by Directive No. 1-1/196 of 29 December 2016, entered into force on 6 January 2017)
- 7.1.38. clock, except wrist-watch;
- 7.1.39. sunglasses, except if prescribed by the prison medical officer;
- 7.1.40. blinders (except blinders acquired through the prison or with the permission of the prison service); (Supplemented by Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
- 7.1.41. ear plugs and headphones;
- 7.1.42. more than one set of prayer beads;

- 7.1.43. fake weapon or imitation;
- 7.1.44. filter,
 - except a water filter purchased through or with the permission of the prison service;
- 7.1.45. heater, except a kettle purchased through or with the permission of the prison service;
- 7.1.46. personal effects of similar purpose provided by the prison;
- 7.1.47. other items not mentioned in this list, the proper search of which is time-consuming and may result in the items losing their hygienic properties or breaking, as well as items which are not necessary in the prison or can be replaced with other permitted items;
- 7.1.48. articles of clothing and footwear that have not been acquired with the permission of the prison service;
- 7.1.49. (Repealed by Directive No. 1-1/152 of 11 August 2014);
- 7.1.50. non-alcoholic drinks, which in terms of name resemble alcoholic drinks (for example, nonalcoholic beer, cider, wine, etc.); (Added by Directive No. 1-1/53 of 27 March 2015. entered into force on 13 April 2015)
- 7.1.51. more cash than the minimum wage; (Added by Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
- 7.1.52. pressurised containers (except shaving foam); (Added by Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
- 7.1.53. smokeless tobacco products (e.g. chewing tobacco, snuff, tobacco for oral use), tobacco-related products, and products containing nicotine; (Added by Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
- 7.1.54. 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. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)

8. Personal effects

8.1. General provisions

- 8.1.1. The prisoner has the right to keep their personal items or those given to them by the prison on their cell or in the storage of prisoners' personal items (hereinafter 'storage'). (Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024.)
- 8.1.2. The prisoner stores foodstuffs in the kitchen in a designated box or refrigerator. Coffee, tea and sweets may be kept in the cell, stored in a closed box with a lid issued by the prison for this purpose. It is forbidden to collect any items in the room that are no longer used by the prisoner, eg empty food packaging, paper or foil wrappers, used stamps, etc. (Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024) (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
- 8.1.3. To request the issuance of items from the storage or their placement into the storage, the prisoner must submit a request electronically or on paper 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 by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)
- 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 inspector-contact person.
- 8.1.5. When going on prison leave and taking personal effects out of the prison, the imprisoned person must fill out the request form (**Annex 6**). The request is approved by the inspector-contact person.
- 8.1.6. If the imprisoned person is transferred from the prison to another prison, a police house of detention, or another room, or if they are released, they must take all items that belong to them and that were issued to them.
- 8.1.7. The toiletries, body care and cleaning products, foodstuffs, and dry goods (including tea and coffee) of the imprisoned persons are not deposited in the storage.

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 common list and 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 roommate to watch their television or listen to their radio in the room);
 - 8.2.3. upon arrival at the open prison, keeping items that they did not have with them when they left, with the exception of work clothing given to working imprisoned persons by their employers and study materials issued to imprisoned persons in school;
 - 8.2.4. keeping and using self-made electrical devices;
 - 8.2.5. having electrical devices with a power of more than 1.2 kW in the cell; **(Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)**
 - 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 the storage; **(Amended by Directive No. 1-1/135 of 22 October 2021, entered into force on 22 October 2021)**
 - 8.2.7. 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. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)**
- 8.3. Specifications of applying for and using an electrical device
- 8.3.1. The imprisoned person has the right to submit a formal request (**Annex 5**) to the prison service officer to be issued an electrical device from the storage. If the imprisoned person has received permission to use the electrical device and handed over the electrical device from the room to storage or repair, then the imprisoned person submits a request to the storage to use the electrical device in their room (**Annex 2**). The costs of using electrical devices are covered by the imprisoned person. If one imprisoned person already has a television in the room, the second imprisoned person will not be given a television due to the lack of technical possibilities.
 - 8.3.2. 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 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 their request for the purchase of an electrical device has been approved. The prison does not provide the imprisoned person with a television cable.
 - 8.3.3. 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.
 - 8.3.4. The imprisoned person must use the electrical devices given to them in accordance with the instructions for use that came with the electrical device 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 room where they are placed.
 - 8.3.5. 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.
 - 8.3.6. 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 based on a request (**Annex 24**).
- 8.4. The imprisoned person may keep in the room personal articles of clothing in the following quantities:
- 8.4.1. Underwear (underpants and vest) – in reasonable quantities; **(Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024.)**
 - 8.4.2. socks – in reasonable quantities; **(Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)**
 - 8.4.3. jacket or coat or leather/denim jacket (without metal or rivet decorations) – 2 pc;

- 8.4.4. gloves – two pairs (except sports gloves);
- 8.4.5. scarf – 1 pc;
- 8.4.6. T-shirts – 5 pcs in total (including a sleeveless T-shirt);
- 8.4.7. shirt or shirt with long sleeves – 2 pcs;
- 8.4.8. footwear – four pairs (except football shoes and pointed or high-heeled footwear);
- 8.4.9. shorts – two pairs;
- 8.4.10. long pants – three pairs;
- 8.4.11. sweater or fleece jacket or polo or sweater or sweatshirt – 3 pcs;
- 8.4.12. vest (without metal decorations) – 1 pc;
- 8.4.13. hat – 2 pc;
- 8.4.14. work clothing (for a working imprisoned person) – jacket - 1 pc, pants – 1 pc (Added by Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
- 8.4.15. pyjamas – 2 sets; (Supplemented by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)
- 8.4.16. thermal underwear – 1 set; (Supplemented by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)

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 with Directive No. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
- 9.3. In order to give up food, the imprisoned person submits a written request to the director of the prison (**Annex 17**). If the imprisoned person announces verbally that they give up food, 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 18**). 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 shall be issued to the prisoner during the meals provided, including bread and white and bread.
- 9.7. Imprisoned persons must stay in their assigned rooms during meals prescribed by the prison. During the distribution of food, the imprisoned persons may not move between rooms.
- 9.8. During free time, the imprisoned person may prepare meals in the kitchen on the ground and first floors. Foodstuffs that have exceeded their expiry date are destroyed.
- 9.9. The imprisoned person must wash all the cutlery issued to them and the common cutlery that they used (thermos, pots, etc.) immediately after each meal, as well as clean the room to avoid an unsanitary situation. The prison service officer has the right to prohibit the provision of food in dishes that do not meet hygiene requirements. (Amended with Directive No. 1-1/133 of 07 July 2014, entered into force on 21 July 2014)
- 9.10. The dishes of the imprisoned person are located in their room.
- 9.11. To receive food, the imprisoned person gives the dishes to the person distributing the food. The imprisoned person must receive the food prescribed for them themselves. It is forbidden for the imprisoned person to hand over the food (including bread and white bread) provided to them by the prison to another imprisoned person.

9.12. If they have complaints about the quality of the food, the imprisoned person must immediately inform the chief specialist-steward through the senior guard or the guard. Subsequent claims are not satisfied due to the impossibility of verification.

10. Waste management

10.1. The imprisoned person must separately collect their paper and cardboard waste, packaging waste, and mixed waste. They must place them in the containers provided by the prison. Packaging waste must be cleaned by the imprisoned person first. The prison issues guidance materials for the sorting of waste, provides imprisoned persons with the necessary items, and monitors the sorting of waste.

10.2. Unusable and disposable batteries must be handed over by the imprisoned person to a prison service officer, who will place batteries in the designated container.

11. Matters concerning living conditions

11.1. Resolving matters concerning living conditions in the prison

11.1.1. The prisoner verbally communicates their problem to the guard or inspector / contact person. The prison service officer clarifies the nature of the problem and, where necessary, forwards the application to another structural unit for resolution. Where necessary, the prisoner submits the application in writing. The prisoner's application must be written in clearly legible handwriting and include the applicant's first name and surname, the reasoned content of the application, date and signature. The applicant must sign the application and indicate the date of submission. (Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)

11.1.2. The application forms are given to prisoners by prison service officers during headcount. Prisoners generally submit the applications during morning headcount. (Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)

11.1.3. The request of the imprisoned person must be written in clearly legible handwriting. The request must include the name of the imprisoned person, their room number, the clearly expressed content of the request, and, if necessary, documents justifying the request. The imprisoned person submitting the request signs the request and indicates the date of submission.

11.1.4. The imprisoned person has the right to submit requests only in the official language and only in their own name.

11.1.5. The deadline for responding to the written request is generally 30 days, unless otherwise provided by law.

11.2. Keeping clothing and footwear in order

11.2.1. In the open prison, the imprisoned person wears personal clothing, which they take care of, clean, and change regularly. The costs for purchasing the means necessary for washing personal clothing are borne by the imprisoned person. Outerwear must be hung on hangers; other articles of personal clothing are stored only in the locker in the room. The imprisoned person is allowed to keep articles of clothing in the room based on the season, excess articles of clothing must be deposited in the storage.

11.2.2. 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 inspector-contact person (**Annex 3**). When processing the request, the justification (need) of receiving the requested articles of clothing and the money available in the internal personal account of the imprisoned person are taken into account. If the imprisoned person had more than 13 euros in their internal personal account in the three months prior to the request, their request to receive socks and underpants will generally not be granted. Other articles of clothing are usually not issued if the three-month average available balance is higher than the cost of the desired item. In the case of an imprisoned person who has been imprisoned for less than three months, the calculation is based on the average amount of money for one month. A period of less than 30 days is equated to one month.

11.2.3. The prison provides the imprisoned person with a change of bedding and towels provided by the prison generally every 14 days. In justified cases, the imprisoned person has the right to request a change of pillow, blanket, bedding, or mattress.

11.2.4. Washing and repairing bedding, towels, and work clothing issued by the prison is free of charge.

- 11.2.5. 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.
 - 11.2.6. 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 request that they have been informed of the possible consequences of washing the items (shrinking, change of colour, wrinkling of the material).
 - 11.2.7. In order to wash personal clothing in the laundry and repair footwear, the imprisoned person submits a written request, indicating the amount of articles of clothing and agreeing to the amount paid for the service to be deducted from their internal personal account. The request must include the name and room number of the imprisoned person, as well as a description of the desired service.
- 11.3. Need-based provision of toiletries (Amended by Directive No. 1-1/169 of 22 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 the prison service officer 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, and disposable razors.
 - 11.3.3. The request of the imprisoned person to receive the necessary toiletries will be granted if they had less than 15 euros available in their internal 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. 1-1/76 of 15 June 2022, entered into force on 15 June 2022)
 - 11.3.4. Repealed (Amended with Directive No. 1-1/169 of 22 December 2015, entered into force on 1 January 2016)
- 11.4. Room maintenance
- 11.4.1. The imprisoned person is required to comply with the requirements of personal hygiene, keep their clothing and bedding tidy and clean, keep their room 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 prohibited from hanging items (sheets, towels, etc.) 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. The imprisoned person is required to keep their bed tidy during the period from wake-up to lights-out. (Amended with Directive No. 1-1/133 of 07 July 2014, entered into force on 21 July 2014)
 - 11.4.2. The prison service officer provides the imprisoned persons with the necessary cleaning products for cleaning and maintaining their room, i.e. a floor cloth and a trash may. To receive other cleaning tools and supplies necessary for the maintenance of the cell, they must apply to the prison service officer.
- 11.5. Reserving money for services
- 11.5.1. The imprisoned person can use several services through the prison, including laundry, making copies, and using permitted electrical devices, for which the imprisoned person must pay with their internal personal account.
 - 11.5.2. The imprisoned person must keep records to ensure that the amount required for the payment of service is available in their account.
 - 11.5.3. The amount reserved for the services is deducted from the internal personal account of the imprisoned person on the last working day of each month.
- 11.6. Money transfers
- 11.6.1. 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.
 - 11.6.2. The state fee is paid from the internal personal account of the imprisoned person as soon as possible after the administrative ward has received the duly completed application of the imprisoned person.

11.6.3. Pursuant to section 54 of the 'Internal Rules of Prison', the duly completed request 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, the date, and signature.

11.7. Issuance of cash

11.7.1 To cover justified expenses, cash is issued to the imprisoned person from their internal personal account, usually once a week on Thursdays. The basis for issuing money is the request of the imprisoned person (Annex 16), which must be approved by the inspector/contact person. The request to be issued cash must be submitted by Tuesday of the same week at the latest. (Supplemented with Directive No. 1-1/196 of 29 December 2016, entered into force on 6 January 2017)

12. Smoking

12.1. Cigarettes and matches belonging to the imprisoned person are placed in a lockable locker provided for this purpose in the prison. Each imprisoned person who smokes is allocated an individual locker. The locker is opened and locked by a prison service officer in the presence of the imprisoned person.

12.2. (Repealed by Directive No. 1-1/69 of 13 June 2017, entered into force on 1 October 2017)

12.3. (Repealed by Directive No. 1-1/69 of 13 June 2017, entered into force on 1 October 2017)

12.4. An imprisoned person occupied outside the prison may take cigarettes and matches from the locker with them outside the prison. The cigarettes that the person took with them may not be brought back to the prison. Only matches may be brought back and must be handed over to the prison service officer immediately upon arrival at the prison. (Amended with Directive No. 1-1/69 of 13 June 2017, entered into force on 1 October 2017)

12.5. On the day of using the store service, it is allowed to bring cigarettes and matches to the prison in the amount that can fit in the lockable locker provided by the prison service for the imprisoned person. Cigarettes and matches must be handed over to the prison service officer immediately upon arrival at the prison. If the imprisoned person has more cigarettes and matches than can fit in the locker, they are given the opportunity to immediately send the exceeding quantity out of the prison. If the imprisoned person refuses, the prison will destroy smoking products that exceed the permitted limit. (Amended with Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015) (Amended by Directive No. 1-1/69 of 13 June 2017, entered into force on 1 October 2017)

13. Short-term visits, telephone calls, and subscription to periodicals

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 prisoner will submit a written request (Annex 13) at least ten working days before the requested visit. The person visiting the imprisoned person or the prisoner 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 by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)

13.1.2. Short-term meetings in the open prison take place at the time and place designated by the prison. (Amended with Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015) (Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 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. 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.).
- 13.1.5. 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.
 - 13.1.6. Bringing smoking products to the visit and smoking in the visit rooms is prohibited.
 - 13.1.7. 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.
 - 13.1.8. 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.
 - 13.1.9. The prison has the right to verify the presence and condition of the imprisoned person and the person visiting them during the visit.
 - 13.1.10. 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.
- 13.2. Telephone calls
- 13.2.1. In general, it is allowed to use the telephone during the free 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 reasoned request no later than the working day before the call. The request for the use of the telephone must be filled out correctly by the imprisoned person. (Annex 14) (Supplemented by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)
 - 13.2.2. (Repealed by Directive no. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)
 - 13.2.3. 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. (Supplemented with Directive No. 1-1/169 of 22 December 2015, entered into force on 1 January 2016)
- 13.3. Correspondence
- 13.3.1. The correspondence of the imprisoned person must comply with the procedure prescribed by law.
 - 13.3.2. Letters sent to the imprisoned person are handed over by the person responsible for correspondence against a signature.
 - 13.3.3. The prison service officer generally accepts prisoners' letters from Sunday to Thursday, except for correspondence with authorities. Letters are generally handed over from Monday to Friday. (Amended by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)
 - 13.3.4. The person responsible for correspondence usually delivers the letter to the imprisoned person on the same working day that the letter arrived.
 - 13.3.5. The letters of an imprisoned person on prison leave and prison leave under supervision will be kept in the ward until the imprisoned person returns to the prison.
 - 13.3.6. If the imprisoned person is no longer in the 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.
 - 13.3.7. The imprisoned person gives memorandums, requests for explanation, and statements addressed to the prison to the prison service officer. (Amended with Directive No. 1-1/135 of 22 October 2021, entered into force on 22 October 2021)
 - 13.3.8. 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, prisons, the Office of the President, the prosecutor, the preliminary 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.
 - 13.3.9. The envelope is given to the imprisoned person before the letter is delivered. The imprisoned person puts 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.

13.3.10. An inmate who has had less than 15 euros in their internal 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 by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024).

13.4. Subscription to periodicals

13.4.1. In order to subscribe to periodicals with their own money, the imprisoned person submits a request, where they indicate which periodicals they want to subscribe to and confirm that they agree to the deduction of the expected amount from their internal 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 10).

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

13.4.3. 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 64¹ 15) of the 'Internal Rules of Prison'.

13.5 Receiving and sending packages

13.5.1. The reception of hand-delivered packages at the prison takes place from Tuesday to Friday between 08:30–09:30 and 11:30–13:00, except on public holidays. Postal packages are collected from the post office according to the schedule.

13.5.2. The person delivering a hand-delivered package must submit a standard-format application along with the package. The prison official receiving the package verifies the personal data based on an identity document, as well as the weight and contents of the package. The official then confirms receipt of the package with a signature and returns one copy of the application to the person who delivered the package.

13.5.3. To send a postal package to a prisoner in the prison, the sender must submit a digitally signed notification to the prison in advance, which must include a list of the items and substances, as well as their quantities. If the acceptance of the package is refused, the sender will be informed within five working days of the registration of the notification and the reasons for refusal are explained. If the prison has not responded to the sender's notification within the specified time, the sender has the right to send the package to the prisoner. The package must include the first and last name of the person who submitted the notification. Received postal packages are opened in the presence of the prisoner and the contents are presented to them within seven working days of the arrival of the package. Items that are specified in the application and allowed in the prison for the prisoner are handed over to the prisoner in the cell or stored in the storage. Items which must be registered in the common list, are entered in the common list by the prison official.

13.5.4. To send a postal package from the prison, the prisoner submits a prior request specifying a list of the items to be sent, their location (either in storage or in the cell), the recipient's first and last name, and postal address. The packaging permitted for sending the package and the necessary postage stamps can be purchased by the prisoner in the usual manner from the e-store. The prisoner, in cooperation with the prison official, assembles the package, affixes the required number of stamps to the package according to its weight and the postal service price list, and writes the sender and recipient details on the package. The handing over of the package to the postal service is arranged by the prison.

13.5.5. Packages weighing up to 2 kg are collected by the postal service on working days as part of two-way mail exchange. Packages weighing more than 2 kg are taken to the postal service by the prison once a week on an agreed-upon day.

13.5.6. A package can also be sent from the prison via courier in an expedited manner, with the cost of the service to be covered by the prisoner using available funds on their internal prison account. The desire to use the courier service must be indicated in the package dispatch application. The amount payable for the service (courier call-out fee) will be reserved by the budget service before the courier is called to the prison. (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)

14. Prison leave

- 14.1. A request for a prison leave and a prison leave plan (**Annex 15**) 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.
- 14.2. The prison leave is calculated based on the year of imprisonment (the year is counted from the beginning of the sentence).
- 14.3. In order to receive cash, the imprisoned person submits a written request (**Annex 16**) to reserve money from their internal 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.
- 14.4. 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.
- 14.5. 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.
- 14.6. If necessary, the imprisoned person may be given a worksheet prepared by the probation officer when going on prison leave, the completion of which is mandatory for the imprisoned person.
- 14.7. 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.
- 14.8. After the prison leave, the imprisoned person and the inspector-contact person will assess its purposefulness together (**Annex 21**).
- 14.9. When processing the request of an imprisoned person for prison leave in 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'.
- 14.10. For an extraordinary prison leave or prison leave under supervision, the imprisoned person submits a written request to the inspector-contact person (**Annex 10**) where they note all the information necessary for the prison leave or prison leave under supervision and adds the necessary documents. For prison leave under supervision, the imprisoned person submits a written consent to cover the associated costs, which are calculated in accordance with the procedure stipulated in the 'Internal Rules of Prison' and on the basis of the approved price list.

15. Shopping

- 15.1. The imprisoned person may do the shopping on the basis of the schedule approved by the prison, but not less often than once a month in the amount allowed in subsection 48 (1¹) of the Imprisonment Act. (Supplemented with Directive No. 1-1/169 of 22 December 2015, entered into force on 1 January 2016)
- 15.2. (Repealed by Directive No. 1-1/169 of 22 December 2015, entered into force on 1 January 2016)

- 15.3. Imprisoned persons may only visit shopping centres that have been previously approved by the prison. They can go to the store and return to the prison by public transport. The prison does not provide transportation to go to the store.
- 15.4. Electrical devices can only be purchased from the prison store.
- 15.5. The packaging of the goods brought to the prison must be sealed by the manufacturer.
- 15.6. The imprisoned person has the right to request to be issued cash to the extent of available money in their internal personal account by submitting the request at least three working days before the day of going to the store. The cash will be issued before going to the store. The basis for issuing money is the request of the imprisoned person (**Annex 16**) which has been approved by the inspector-contact person. (Amended with Directive No. 1-1/196 of 29 December 2016, entered into force on 6 January 2017)
- 15.7. (Repealed by Directive No. 1-1/196 of 29 December 2016, entered into force on 6 January 2017)
- 15.8. In exceptional cases, if there is no store service, the prison provides the store service to the imprisoned person once a month (toiletries and stationery as a minimum selection of goods).
- 15.9. Clothing, footwear, leisure equipment, and other electrical devices purchased through the store are delivered to the imprisoned persons through the storage. Prison security stickers are installed on electrical devices. (Amended with Directive No. 1-1/53 of 27 March 2015, entered into force on 13 April 2015)
- 15.10. The imprisoned person may bring foodstuff and necessities bought from a store to the territory of the open prison only if they have a receipt from the store. (Amended with Directive No. 1-1/133 of 07 July 2014, entered into force on 21 July 2014)
- 15.11. The prisoner is allowed to purchase goods from the store only for their own use and in reasonable quantities. (Supplemented by Directive No. 1-1/215 of 12 December 2023, entered into force on 1 January 2024)

16. Studying, working, and participating in programmes

- 16.1. 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. Resocialization activities also mean satisfying the religious needs of imprisoned persons.
- 16.2. The imprisoned person must dutifully work, study, and participate in other resocialization activities.
- 16.3. Studying
- 16.3.1. The prison ensures that imprisoned persons get an education and learn the national language based on the individual treatment plan, and guarantees the opportunity for imprisoned persons who must attend school to acquire basic education.
- 16.3.2. In the open prison, imprisoned persons study mainly in an educational institution located outside the prison.
- 16.3.3. The education organiser or inspector-contact person introduces learning opportunities to the imprisoned person and, if necessary, instructs them how to fill out documents for entering an educational institution.
- 16.3.4. Education is acquired in a prescribed school, based on a prescribed lesson plan.
- 16.3.5. It is forbidden for the imprisoned person to acquire or possess items, etc., made during educational activities.
- 16.3.6. The restrictions and obligations associated with attending school are established in the school admission directive.
- 16.4. Working
- 16.4.1. If the imprisoned person does not work or study outside the prison, they participate in the maintenance of the prison. The exact time of stay outside the prison is indicated on the prison leave certificate.

- 16.4.2. When organising the employment of imprisoned persons, priority is given to the labour needs of those employers with whom the prison has established permanent partnerships in the form of a cooperation agreement. The imprisoned person may apply for unsupervised employment with another employer by submitting:
 - 16.4.2.1. an application signed by the legal representative of the employer, in which the intention to employ the imprisoned person in their company has been expressed;
 - 16.4.2.2. a handwritten application of the imprisoned person to allow the imprisoned person to work;
 - 16.4.2.3. confirmation of the employer that they are interested in concluding an employment contract with the imprisoned person, taking into account the terms and conditions established by the prison.
 - 16.4.3. Imprisoned persons go to work and come back from work to the prison based on a work schedule. The prison keeps records of the working time of imprisoned persons participating in the maintenance of the prison.
 - 16.4.4. Employed imprisoned persons are allowed to take personal toiletries to work if it is possible to wash yourself at the workplace, as well as smoking products in the amount specified in clause 12.4 of the rules of procedure and a reasonable amount of foodstuff. Cigarettes and foodstuff taken to the workplace may not be brought back to the prison.
 - 16.4.5. The wages of the imprisoned person are paid to their internal personal account, from which the deductions prescribed on the basis of the Imprisonment Act are made. The imprisoned person has the right to request cash payments from the remaining amount.
 - 16.4.6. The restrictions and obligations associated with working are established in the work admission directive.
- 16.5. Activities of the probation supervision ward
- 16.5.1. The imprisoned person is assigned to resocialization activities organised by the probation officer (social programmes, 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.
 - 16.5.2. 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 probation officer 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.

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

17.1. Sports

- 17.1.1. The purpose of engaging in sports is to develop physical abilities and strengthen health.
- 17.1.2. Imprisoned persons only engage in sports in the outdoor area of the open prison building, where there is an area with sports equipment set aside for this purpose. It is forbidden for the imprisoned person to do any hitting exercises in the open prison. The imprisoned person is allowed to use the sports area during the free time specified in the schedule.
- 17.1.3. The sports facility and equipment must be used as intended and prudently. In case of breaking, etc. of sports equipment, the prison service officer is immediately informed.
- 17.1.4. 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. If the sports equipment is thrown outside the area intended for sports, it will not be returned.
- 17.1.5. The imprisoned person engages in sports 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.
- 17.1.6. The imprisoned person may take one plastic bottle with a maximum capacity of 1.5 litres of drinking water when going to the outdoor area of the open prison building. Only an empty plastic bottle may be brought back to the open prison building.

(Added by Directive No. 1-1/133 of 7 July 2014, entered into force on 21 July 2014)

- 17.2. Using the library, listening to radio broadcasts, and watching television broadcasts **(Amended by Directive No. 1-1/135 of 22 October 2021, entered into force on 22 October 2021)**

- 17.2.1. The library service is organised in accordance with the work organisation of the unit. The imprisoned person may have 1–2 publications (except educational literature borrowed by name) in their room. The publications may not be used for non-intended purposes.
- 17.2.2. 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 damage to the barcode or location code of the publication. The imprisoned person will be allowed to borrow publications again after compensation for the damage caused.
- 17.2.3. Educational and religious 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 or until the end of the course.
- 17.2.4. It is forbidden for the imprisoned person to give publications borrowed from the prison library or books borrowed from outside the open prison to other imprisoned persons, as well as to use publications borrowed by other imprisoned persons.
- 17.2.5. If the imprisoned person is transferred from the open prison or leaves the prison, they must return the publications.
- 17.2.6. Imprisoned persons can watch television broadcasts or listen to radio broadcasts during their free time on commonly used or personal televisions or radios located in their rooms.
- 17.2.7. If the imprisoned person uses technical devices in common areas, they must turn them off after use.

17.3. Recreational activities

- 17.3.1. The purpose of enabling recreational activities is to create prerequisites for the imprisoned person to cope well in society after release.
- 17.3.2. It is forbidden for the imprisoned person to take tools, materials, or items out of the rooms intended for recreational activities.
- 17.3.3. The imprisoned person may not have items, etc., made during the recreational activities.

18. Satisfying religious needs

- 18.1. Religious services are held for imprisoned persons in the open prison or in a designated church outside the prison, in accordance with the work organisation of the prison
- 18.2. The prison ensures that imprisoned persons have the opportunity to attend religious services. Religious services or other religious events are organised by the chaplain.
- 18.3. Participation in religious services and other religious events is voluntary for imprisoned persons.
- 18.4. Only those imprisoned persons who have been added to the relevant list can take part in church services and other religious events. The imprisoned person is added to the list of participants in religious activities based on their request, which must be submitted to the prison chaplain through the inspector-contact person.
- 18.5. The imprisoned person may meet with the chaplain individually if they submit a request to the chaplain through the contact person.
- 18.6. Every imprisoned person, regardless of their religion, can meet with a representative of their religion as far as possible.
- 18.7. The imprisoned person can request a religious symbol through the chaplain. The imprisoned person may have a maximum of three holy images in their room, including an icon painted/printed on a wooden base or plastic. The holy image must not be larger than 15 cm × 20 cm × 2 cm. (Supplemented with Directive No. 1-1/169 of 22 December 2015, entered into force on 1 January 2016)
- 18.8. 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. Provision of health care services

- 19.1. Medical services in the prison are organised by a provider of health care services contracted by the Health Insurance Fund, in accordance with legislation regulating the provision of health care services.

In Viru Prison the provider of health care services is SA Ida-Viru Keskhaigla. Providers of health care services work 24/7 according to an approved schedule.

- 19.2. The prisoner informs the prison of the need to see a health care worker.
 - 19.3. Medications prescribed to the prisoner by a health care worker are delivered to the prison by the provider of health care services in a medication box. The medication box is delivered to the prisoner. The prisoner administers the medication according to the treatment plan. If the prisoner does not take the medication, the medication must be left in the medication box. Storing medications outside of the medication box is prohibited.
 - 19.4. Narcotic and psychotropic medications are distributed by a health care worker in the presence of a guard. The prisoner administers the medication immediately in the presence of the nurse and the guard, drinks water afterward, and then open their mouth to allow for verification of administration, moving their tongue if necessary.
 - 19.5. Topical preparations (ointments, creams) are dispensed by the health care worker in a medication cup on which the prisoner's name, cell number and the date of dispensing are written. Eye and nasal drops and inhalers in plastic packaging are dispensed in their original packaging, on which the prisoner's name, cell number, and the date of dispensing are written.
 - 19.6. A prisoner with diabetes may keep in their cell one insulin pen for each active ingredient, syringes and needles as required by their treatment plan, up to four glucose test strips, two lancets, and other medications that need to be administered immediately, such as nitroglycerin.
 - 19.7. Prisoners are prohibited.
 - 19.7.1 to use prescription medication without a health care worker's prescription
 - 19.7.2 on their own initiative and without the health care worker's prescription, piercing, inserting rings, attaching, removing, or modifying anything, ie, causing harm to their own or another individual's body.
- (Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)

20. Reception of officials

- 20.1. Prison service officers, within the limits of their competence, receive imprisoned persons on the basis of a prescribed schedule.
- 20.2. Extraordinary receptions are organised on the basis of received requests if they are practical and justified.

21. Disciplinary proceedings and enforcement of disciplinary penalties

- 21.1. 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.
- 21.2. A disciplinary offence is a wrongful illegal act or inaction by an imprisoned person, whereby the person violated a prohibition or obligation clearly stated in legislation.
- 21.3. 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.
- 21.4. When committed to a punishment cell, the imprisoned person must take all their personal effects and items issued by the prison to them (e.g. books) from the cell. The prison is not liable for the destruction, loss, or damage of personal effects left in the room.

22. Transfer and release from the prison

- 22.1. 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'.

- 22.2. Imprisoned persons are transferred between prisons in accordance with Regulation No. 9 of 25 March 2008 of the Minister of Justice 'Treatment plan'.
- 22.3. Before being released from the prison or being transferred to another prison or from the open prison to the closed prison, the imprisoned person must return the property of the prison that they used to the prison and to take all their personal effects with them from the cell.
- 22.4. If the imprisoned person is released from the prison, the prison returns the items (including valuables) belonging to them that were deposited in the prison against their signature.
- 22.5. 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.
- 22.6. The prison issues the certificate of release from prison and their documents deposited 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.
- 22.7. The prison issues the deposited savings fund and the balance of available money to the person to be released.
- 22.8. 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.
- 22.9. 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 internal personal account, valuables, and documents of the released person at the entrance to the prison from 8.30 a.m. to 4.30 p.m. on Monday to Thursday and from 8.30 a.m. to 3.30 p.m. on Friday. The released person confirms the receipt of the items with their signature.

23. Compensation for travel expenses

- 23.1. The imprisoned person is compensated for the travel expenses incurred outside the prison at school, at the health care provider that they were referred to by the prison, and while participating in social programmes (including post-programme interviews and risk-based interviews in accordance with the individual treatment plan) on the basis of the submitted tickets. Public vehicles of city lines (bus, etc.), county and long-distance line buses, and passenger trains can be used for travel.
- 23.2. The imprisoned person may request compensation for a monthly or period card for public transport if they prove in the report submitted at the end of the reporting period that the total cost of trips would have been higher if they had used individual tickets.
- 23.3. The tickets are compensated for the entire amount spent on the trip.
- 23.4. The prison does not compensate the imprisoned person for the following travel expenses:
- 23.4.1. taxi and private car expenses;
- 23.4.2. public transport travel expenses if the educational institution offers the possibility of compensation;
- 23.4.3. public transport travel expenses if it is established that the imprisoned person has knowingly provided false information in the request.
- 23.5. The imprisoned person submits a request (Annex 19) together with tickets proving the trips to the inspector-contact person by the 5th date of the month following the reporting period. The inspector-contact person reviews the correctness of the submitted request, approves it, and forwards it to the chief financial specialist of the administrative ward. Requests submitted later without a valid reason will not be accepted.

- 23.6. The imprisoned person must confirm the origin of the money in the submitted request and the inspector-contact person verifies it within the limits of their professional powers.
- 23.7. The compensation is transferred to the personal account of the imprisoned person.
- 23.8. If the money spent on the trip has been issued to the imprisoned person from their internal personal account, upon receipt of the compensation, the sum will not be divided on the basis of subsection 44 (2) of the Imprisonment Act. In this case, the compensation applicant must indicate the reference number of the recipient as 10588090000001. The basis for transferring money from that account to the internal personal account of the imprisoned person is their first and last name and date of birth specified in the payment explanation.
- 23.9. If the imprisoned person has a personal bank card in the prison and the money spent on the trip was taken from the personal bank account, the compensation received on the personal account is distributed in accordance with the procedure provided for in subsection 44 (2) of the Imprisonment Act. The compensation is transferred directly to the internal personal account of the imprisoned person, the correctness of which has been verified by the inspector-contact person.

24. Using a tablet

- 24.1. For performing electronic operations, the prisoner generally uses a tablet designated for this purpose by the prison.
- 24.2. The prisoner logs into their profile on the tablet using facial recognition software. If necessary, the prisoner asks the officer for help.
- 24.3. After finishing the use of the tablet, the prisoner is required to log out of their profile.
- 24.4. After completing the operations, the prisoner must immediately return the tablet to the location designated by the unit.
- 24.5. The prisoner must use the tablet prudently, avoid damaging it, is responsible for the condition of the device during use, and must compensate for any damage caused during its use.
- 24.6. Prisoners are prohibited:
- 24.6.1. giving the tablet to another prisoner at a time when they are logged into the tablet via facial recognition, and their session is still active;
 - 24.6.2. using the tablet at a time when another prisoner is logged into the tablet and their session is still active;
 - 24.6.3. damaging, misusing, modifying, or connecting the device to another device (including a storage device) whose use has not been coordinated with the prison.

(Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)

25. Use of the Internet

- 25.1. The prisoner may use the Internet on a device adapted for this purpose by the prison.
- 25.2. The prisoner informs the prison in writing of their need to use the Internet, indicating on the request the purpose of use, address of the website and the time when they wish to use the computer.
- 25.3. The prisoner is enabled to use the Internet on a computer adapted by the prison in accordance with the prison's work organisation, taking into account the time requested by the prisoner if possible. The prisoner is prohibited from using the computer at any time not coordinated with the prison.
- 25.4. It is prohibited to damage, modify, misuse or connect the device issued for using the Internet to another device whose use has not been coordinated with the prison.
- 25.5. The prison has the right to monitor the prisoner's Internet activities.
- 25.6. While using the Internet, the prisoner is prohibited from:

- 25.6.1. using a website or a part thereof not approved by the prison that enables electronic communication, except for activities coordinated with the prison arising from § 523 of the internal rules of prison;
- 25.6.2. causing inconveniences or danger to prisoners as well as other Internet users (the public);
- 25.6.3. using rude, uncensored or offensive language, inciting hatred, or encouraging anyone to commit legal violations or acts of mental violence.
- 25.6.4. consuming photo material, video material or other online content that incites or promotes violence, hatred, racism;
- 25.6.5. playing computer games;
- 25.6.6. consuming pornographic content.

(Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)

26. Using a mobile phone

26.1. The prison may issue a prisoner staying outside an open prison a mobile phone for making and receiving calls. A prisoner does not have the right to refuse to accept a mobile phone.

26.2. With the mobile phone issued by the prison, a prisoner is obliged to:

- 26.2.1. log in with their personalised subscriber number and PIN code in the presence of an official;
- 26.2.2. stay logged in during use;
- 26.2.3. carry it with them and be available to the prison through it;
- 26.2.4. answer a prison official's phone call immediately, except in situations where keeping a mobile phone with them is contrary to the internal rules of the place of stay (eg at work), which have been previously approved by the prison;
- 26.2.5. delete their logs from the mobile phone upon its return;
- 26.2.6. use the device prudently, avoid damage to the device and its accessories and compensate for any damage caused by using the device;
- 26.2.7. charge it with a charging cable issued by the prison;
- 26.2.8. inform a prison official if the mobile phone gets broken, damaged or lost.

26.3. With the mobile phone issued by the prison, a prisoner is prohibited to:

- 26.3.1. store it in a place where the device may be damaged;
- 26.3.2. download applications without authorisation;
- 26.3.3. switch off the mobile phone, turn on airplane mode or another setting that disables the phone connection or otherwise prevents the normal use and surveillance of the phone.
- 26.3.4. change the initial settings, including removing the SIM card or inserting a new SIM card, removing the protective case or opening the phone case;
- 26.3.5. set the phone on silent, except if it is required by the internal rules of the place of stay.
- 26.3.6. pass it on to another person.

26.4. The prison has the right to monitor the prisoner's mobile phone use.

26.5. The costs associated with the use of a mobile phone are borne by the prisoner.

(Amended by Directive No. 1-1/3-25/4 of 24 January 2025, entered into force on 1 February 2025)

Annexes

Annex 1

Schedule of imprisoned persons in the open prison

Schedule of imprisoned persons in the open prison

6 a.m.	Wake-up
6 a.m.-6.30 a.m.	Morning exercise, toilet, making the beds
6.30 a.m.-7.30 a.m.	Breakfast
7.40 a.m.-8 a.m.	Morning roll-call
8 a.m.-11.50 a.m.	Free time for movement in the open prison or participation in resocialization activities (work, study, social programme)
12 p.m.-1 p.m.	Lunch
1 p.m.-5.50 p.m.	Free time for movement in the open prison or participation in resocialization activities (work, study, social programme)
6 p.m.-7 p.m.	Dinner
6 p.m.-7.50 p.m.	Free time for movement in the open prison
8.00 p.m.-8.30 p.m.	Evening roll-call
8.30 p.m.-9.50 p.m.	Free time for movement in the open prison.
10 p.m.-6 a p.m.	Lights-out

(Amended with Directive No. 1-1/133 of 07 July 2014, entered into force on 21 July 2014)

(Amended by Directive No. 1-1/82 of 02 July 2018, entered into force on 2 July 2018)

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.
- 6.
- 7.

.....
(Signature) (Date)

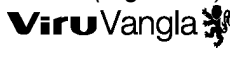
I support the application of the imprisoned person to be issued personal effects from the storage / to deposit personal effects in the storage

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) (Signature of the prison servant) (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

Surname	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 out by a ward 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 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 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,,
(to whom: first and last name)

:

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

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

Statements were taken from the imprisoned person by

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



Annex 8

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 9

Agreement to compensate for lost and damaged books

I,,
(first and last name, date of birth)

register as a reader of the Viru Prison library.

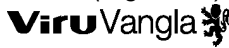
I have familiarised myself with the procedure for using the library under the rules of procedure and I give my consent to allocate money from my internal personal account to compensate the value of a book lost or damaged due to my fault.

Book prices:

- 1) value of a book donated to the prison library – 3.20 euros; 2) value of a new book – twice the purchase price of the book; 3) damage to the barcode – 1.60 euros.

.....
(Signature)

.....
(Date)



Annex 10

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 11

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 12

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 ofeuros

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)

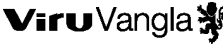


Annex 13

Request for a short-term visit

Filled out by the person requesting the visit	First name and last name of the imprisoned person, name of the father	
	Date of birth	
	1. Visitor First name, last name, name of the father Date of birth, personal identification code, and place of birth	
	2. Visitor 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/ /date/ </div>	
Filled in by Viru	Officer responsible for identifying persons and organising visits (first and last name, position, signature)	
Application No. Date		



Annex 14

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 15

Request-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

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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 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.
2. I am aware that due to an offense committed during the leave or detention on suspicion of having committed a criminal offence, the leave will be interrupted immediately (section 87 of the internal rules of prison).
3. I am aware that consumption of alcohol, narcotics, or other drugs is prohibited during the prison leave.
4. 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.
5. 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').
6. I undertake to 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.
7. In the event of emergency, I must turn to the nearest police station or call the free emergency line **112**.
8. 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.
9. 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 (4¹) of the Imprisonment Act).

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

.....
VIRUVangla 

**Annex 16
Request**

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)

Annex 17

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. On the basis of this application, the prison will not prepare or offer food to me.

.....
(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 18

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. On the basis of this application, the prison will not prepare or offer food to me.

.....
(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 19

Application for compensation for travel expenses

First and last name of the imprisoned person:

Unit/cell:

The application has been submitted for the compensation for travel expenses resulting from trips to

.....
(*name of the agency*)

outside of the prison in the period in the total amount of
.....
... euros in accordance with the attached tickets.

The money spent on tickets was taken from:

- () the internal personal account, the reference number of the corresponding account is **10588090000001**
- () a personal account outside of prison, the reference number of my personal account is **10588**

.....

N o.	Date	Trip route	Number of tickets	Cost

With my signature, I confirm the correctness of the information provided. I know that in case of submitting false information, the requested amount will not be compensated and I am obliged to return the unjustly compensated amount.

.....

.....
(Name and signature of the imprisoned person, date)

Note of Viru Prison on the acceptance and approval of the application:
.....

Tickets
(attached separately, in date order)



Annex 21
Assessment of the contact person of the prison leave that took place

Viru Prison

Date

First and last name of imprisoned person	
Personal identification code or date of birth	
Prison leave time	
Activities provided for in the prison leave plan	1. 2. 3. 4. 5.

Acts performed during the prison leave and their results	
What acts were not performed and for what reason?	
Assessment of the imprisoned person of the prison leave that took place	
Assessment of the inspector-contact person of the prison leave that took place	
Drafted by	
Approved by	

Annex 22
Letter of guarantee

I,, guarantee
that I agree to voluntarily give urine and/or blood samples at the first request, the
purpose of which is to check the possible presence of narcotic substances in my body,
and I agree to be tested with a breathalyzer while I am in the open prison of Viru Prison.

I am aware that my voluntary agreement to give samples is one of the prerequisites
for my transfer to the open ward section based on section 20 of the Imprisonment Act,
and if I refuse to give a urine or blood sample at the first request, the administration of
Viru Prison will consider this as a reason to transfer me back to the closed prison.

.....
(Signature)

..... (Date)

Annex 23

Repealed by Directive No. 1-1/82 of 2 July 2018