



## Rules of Procedure of Tallinn Prison open prison

### **Amended with the following directives:**

- no. 1-1/20/15 of 03 April 2020
- no. 1-1/21/21 of 07 May 2021
- no. 1-1/22/48 of 28 April 2022
- no. 1-1/22/60 of 07 June 2022
- no. 1-1/22/106 of 14 December 2022
- no. 1-1/24/12 of 09 February 2024
- no. 1-1/24/101 of 23 December 2024
- no. 1-1/1-26/15 of 20 March 2026

## Table of contents

1.	General provisions .....	3
2.	Territory of the open prison.....	4
3.	Reception into and placing in the open prison.....	5
4.	Movement on the territory of the prison and the open prison .....	5
5.	Schedule .....	6
6.	Roll-call .....	6
7.	Prohibited items .....	6
8.	Personal effects and their storage .....	9
9.	Provision of food for imprisoned persons .....	12
10.	Waste management.....	13
11.	Matters concerning living conditions .....	13
12.	Smoking .....	15
13.	Short-term visits, telephone calls, subscription to periodicals, .....	16
14.	Prison leave .....	20
15.	Shopping.....	21
16.	Studying, working, and participating in programmes.....	21
17.	Fitness, recreational activities, using the library, and other leisure opportunities .....	22
19.	Medical surveillance.....	24
20.	Reception of officials.....	26
21.	Disciplinary proceedings and enforcement of disciplinary penalties .....	26
22.	Transfer and release from the prison.....	27
23.	Compensation for travel expenses .....	27
<b>Annexes</b> .....		<b>28</b>
Annex 1 .....		28
Annex 2 .....		29
Annex 3 .....		30
Annex 4 .....		31
Annex 5 .....		32
Annex 6 .....		33
Annex 7 .....		34
Annex 8 .....		35
Annex 9 .....		36
Annex 10 .....		37
Annex 11/ Annex 12.....		38
Annex 13 .....		39
Annex14.....		41
Annex 15 .....		43
Annex 16 .....		44
Annex 17 .....		45
Annex 18 .....		46
Annex 19 .....		48
Annex 20 .....		50
Annex 21 .....		51

## 1. General provisions

- 1.1. The purpose of the rules of procedure of the open prison of Tallinn 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 and other legislation related to imprisonment on the territory of Tallinn Prison Open Prison (hereinafter referred to as the open prison) and when moving within the territory of Tallinn Prison (Annex 21 – Territory of Tallinn Prison). The specifications include provisions not further regulated by the aforementioned legislation.  
*(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 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 stands of the ward or with the help of the inspector-contact person (hereinafter *contact person*) of the unit.
- 1.4. The forms listed in the annexes to the rules of procedure can be obtained by the imprisoned person from the officials of the unit. An official from the unit will assist the imprisoned person in completing the forms, if necessary.
- 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. behave with courtesy towards prison officers, visitors, and other prisoners, and observe all the generally accepted rules of courtesy when communicating. When meeting the prison officers and officials visiting the Prison, the prisoner must greet them while standing. No inappropriate, ambiguous, threatening, or undignified expressions may be used in any conversation, address, or other context. The prisoner's tone of voice and body language must not be aggressive;
  - 1.7.3. When outside the room, dress appropriately, i.e. clothes must be clean, sleeves and trouser legs must not be rolled up, shoulders must be covered, and nightwear (nightgowns, pyjamas, dressing gowns) must not be worn outside the night rest period. Wearing jackets, hats and gloves indoors is prohibited, except when going outside or returning from outside;
  - 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.
- 1.8. 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 prison officers' workrooms without the permission of a prison officer;
  - 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 in an impolite manner and use sexually harassing, obscene, ambiguous, threatening, insulting, defamatory and dignity-violating expressions;
  - 1.8.7. Male and female imprisoned persons in open prisons are prohibited from communicating with each other and from giving or receiving any items from each other.
  - 1.8.8. call out, exchange information loudly with another imprisoned person, shout, or otherwise disturb other persons in the prison;

- 1.8.9. incite or encourage other imprisoned persons to commit violations of law;
- 1.8.10. play board or other games or place bets for profit-making purposes;
- 1.8.11. tattoo themselves or another person and allow themselves to be tattooed;
- 1.8.12. arbitrarily leave open doors between floors and doors leading to the outdoor area, put foreign items in the door stop, door mechanisms etc.;
- 1.8.13. adjust the volume of a TV and radio in a way as to interfere with the performance of the duties of the prison officers or disturb other persons;
- 1.8.14. put items and substances in the toilet bowl and in the urinal that are not subject to the intended use of the toilet bowl and the urinal;
- 1.8.15. make inscriptions and marks on the construction and interior elements of the room and other prison property, stick, attach or hang photographs, reproductions, magazine clippings, covers, carpets, etc. on them (except on the information stand in the room). 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 windowsills, covering windows or placing any objects in front of windows, etc.);
- 1.8.16. 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;
- 1.8.17. accept, acquire and dispose of items and substances from other imprisoned persons;  
*(Amended on May 07, 2021 with directive No. 1-1/21/21, entered into force on 11 May 2021)*
- 1.8.18. to possess and acquire cash in prison from sources other than the prison's personal account;
- 1.8.19. stay in a room and at the door of a room not intended for them; *(Supplemented on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*
- 1.8.20. smoke on the territory of Tallinn Prison (including the open prison); *(Amended on May 07, 2021 with directive No. 1-1/21/21, entered into force on 11 May 2021)*
- 1.8.21. use personal electrical equipment during night rest, except with the permission of the unit commander *(Amended on 07 May 2021 with directive no. 1/21/21, entered into force on 11 May 2021)*
- 1.8.22. keep the door to the room open, except when entering and leaving and in other justified cases where keeping the door open is necessary for performing an activity (e.g. cleaning), communicating with prison officers or for other reasons with the permission of prison officers; *(Added on 28 April 2022 with directive No. 1-1/22/48, entered into force on 28 April 2022). 01 May 2022)*
- 1.8.23. display images and symbols (photos, pictures, flags, coats of arms, symbols, etc.) on their body, clothing, or in the room and in other rooms that incite war, inter-ethnic conflict, or depict state leaders of aggressor countries; *(added on 07 June 2022 with directive No. 1- 1/ 1/22/60, entered into force on 10 June 2022)*
- 1.8.24. attach pictures, reproductions, magazine clippings, etc. depicting naked human bodies to the notice board in the room. *(Added on 07 June 2022 with directive no. 1-1/22/60, entered into force on 10 June 2022)*

## 2. Territory of the open prison

- 2.1. The open prison building is located on the territory of the prison and is marked with AV.
- 2.2. An open prison is defined as a building intended for the accommodation of prisoners, with separate rooms and corridors for male and female prisoners (rooms B103 and B203 for male prisoners and room C203 for female prisoners), recreation rooms (rooms B101 and B201 for male prisoners, room C201 for female prisoners), auxiliary rooms (rooms B102, B105, B106, B123, B124, B125 and B202, B205, B206, B223, B224, B225 for male prisoners, rooms C202, C217, C211, C212, C213 for female prisoners) and stairwells (rooms B104 and B204 for male prisoners, rooms A106, C204 for female prisoners) and separate walking areas for male and female prisoners, which can be used according to the daily schedule. Toilets for prisoners with disabilities (B107, B207 and C216) may be used by prisoners who move around in a wheelchair or by other prisoners with the permission of a prison service officer.
- 2.3. Video and audio surveillance are used in the public areas of the Tallinn Prison. On the territory of the Tallinn Prison, a prison service officer may, when performing their duties, i.e. performing any act arising from the

law (performing a count in the room, accompanying or relocating prisoners in the Prison, etc., except during the full search of the detained person), use a body camera attached to their uniform (which is clearly distinguishable and visible), to perform video and audio tracking of the activities carried out. *(Added on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*

### **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, glass, 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 a sleeping place to the newly arrived prisoner, 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.
- 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 20**), 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 is required to wear a name tag with a prison-issued lanyard around their neck in a visible place outside the room and during the roll-call. When leaving the prison territory, one does not need to wear a name tag, and upon leaving the prison, one must hand the name tag to a prison service officer. If necessary, the name tag issued to the imprisoned person may be given additional functions, e.g. to open doors with electronic access control. *(Supplemented on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 4.2. The imprisoned person may only move outside the open prison with a prison service officer escort, except in the case of movement under preferential conditions pursuant to § 22 of the Imprisonment Act. *(Amended on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 4.3. The imprisoned person has the right to move without an escort within the open prison (clause 2.2) in accordance with the schedule from wake-up until lights-out.
- 4.4. The imprisoned persons go for a walk in an appropriate clothing for the season. The prison service officer has a right to prohibit a walk to the imprisoned person if they are not dressed in accordance with the season. Only a wristwatch, a religious item worn around the neck, a wedding ring, a handkerchief and a bottle of water are allowed on the walk.
- 4.5. While in the walking area and sporting, imprisoned persons of the open prison may not communicate with other people through the fence (incl. with imprisoned persons from opposite sex), lie on the ground, and sit in places not designated for this purpose.
- 4.6. An imprisoned person of the open prison who participates in the maintenance works outside the open prison on the territory of the prison may communicate only with the prison service officer organising the work. Communication with other persons is prohibited.

- 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.
- 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 a place indicated by the prison service officer, palms facing them. The imprisoned person may be thoroughly searched, including undressing.

## 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 roll-calls and silent hours in accordance with the schedule.
  - 5.2.1. The doors of the rooms of the imprisoned persons are not locked during silent hours. During silent hours, imprisoned persons may only leave their rooms to use the toilet or to speak to an official. During silent hours, imprisoned persons are prohibited from locking their room doors from the inside. If necessary, the prison service may lock the doors to the kitchen, washrooms and utility rooms during the silent hours. Based on the prisoner's work schedule, a kitchen, a household room and a shower room may be used during night rest with the permission of a prison service officer. *(Supplemented on 20 March 2026 with directive no. 1-1/1-26/15, entered into force on 23 March 2026)*
- 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. The prison may switch off the electricity supply during the silent hours specified in the daily schedule. The head of the open prison may permit the use of electricity during silent hours.
- 5.7. The prison management, including the director, receives imprisoned persons based on applications received from imprisoned persons.

## 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.
- 6.2. During the roll-call, the imprisoned person must stand up when a prison service officer enters the room and stand properly dressed (including wearing a name tag) 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 execution of the roll-call. The imprisoned person must switch off all electrical devices in the room and common areas during the roll-call.
- 6.4. 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.
- 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 64<sup>1</sup> 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 lighters 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, strap and other similar item or an item containing these elements, except for the following objects issued by or with the permission of the prison service:
- shoelaces intended for their specific purpose;
  - name tag lanyard;
  - lanyard for wearing religious symbols;
  - TV cables up to three metres in length and other cables or wires necessary for the use of electrical equipment up to two metres in length, which have been acquired through the prison service or were in the possession of the person upon arrival at the prison *(Amended on February 09, 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*;
  - clothing with a rubber band inside;
  - trouser belt;
  - a ribbon attached to the garment and used for its intended purpose;
  - strap/elastic band attached to the blindfolds and used for its intended purpose *(Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*
- 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 nail file, up to 8 cm long,
  - plastic-covered pocket mirror with a diameter or diagonal measurement, including the frame, of up to 10 cm  
*(Supplemented on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*;
  - 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 room);
  - a battery-free shaving device for an imprisoned person who does not have a depilator or razor in the room;
  - other items issued through or permitted 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. The following substances are additionally prohibited: *(Amended on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 7.1.8.1 medicine; medicinal herbs; vitamins; energy drinks, tablets and gels, and substances intended for their manufacture, except those prescribed by a prison doctor and purchased by or with the permission of the prison doctor; *(Added on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 7.1.8.2 Food supplements and sports drinks in the form of a powder, tablet or other concentrated form, except for finished products to which protein, carbohydrates, minerals and/or vitamins have been added, such as vitamin waters and juices, bars and other foodstuffs. *(Added on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 7.1.9. medical devices, medical supplies, instruments, devices, except as prescribed by a prison doctor;
- 7.1.10. mobility aids, except for mobility aids permitted and issued by the prison doctor or acquired with the permission of the prison;
- 7.1.11. aroma-releasing substance and object, except for hygiene products and cleaning products
- 7.1.12. condoms, except condoms issued by the prison service or acquired with the permission of the prison service;

- 7.1.13.** e-cigarettes, smokeless tobacco products (e.g., chewing tobacco, nasal tobacco and tobacco for oral use), tobacco articles and products relating to tobacco products; *(Amended on 14 December 2022 with directive no. 1-1/22/106, entered into force on 15 December 2022).*
- 7.1.14.** a substance, device or item used in making tattoos;
- 7.1.15.** electric toothbrush, battery-powered shaving device, hair clipper and other similar devices that can easily be used as tattooing devices, except for razors or depilators for imprisoned persons who do not have shaving equipment in their rooms
- 7.1.16.** art and office supplies, writing and drawing tools, except for
- paper clips up to 3 cm in size purchased through the prison;
  - items issued by the school;
  - a working blue ballpoint pen or its refill (up to 5 pieces in total) acquired through the prison or with its permission and brought along upon arrival to serve the sentence;
  - an ordinary pencil (up to 2 pcs);
  - coloured pencils (up to 12 pcs) acquired through the prison or with its permission and brought along upon arrival to serve the sentence;
  - eraser (1 pc);
  - document folder (1 pcs)
  - plastic ruler up to 30 cm (1 pc)
  - pencil sharpener (1 pcs)
  - Drawing pins 1 box (up to 20 drawing pins); *(Amended May 07, 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
  - Notebooks and folders (up to 5 items in total), as required by the imprisoned person participating in the educational programme *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 7.1.17.** Office equipment except for a calculator for an imprisoned person participating in studies;
- 7.1.18.** binder;
- 7.1.19.** photo, stamp and other album, picture frame;
- 7.1.20.** 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;
- 7.1.21.** music or 3D (greeting) card; *(Supplemented on April 28, 2022 with directive No. 1-1/22/48, entered into force on 01 May 2022)*
- 7.1.22.** items, the intended use of which requires the covering of surfaces, building elements, etc.;
- 7.1.23.** toys, games, other than dominoes, checker, chess or nard, obtained with the permission of the prison or taken along when arriving in prison, or for a child staying in an open prison, in a reasonable quantity;
- 7.1.24.** electrical equipment with a power exceeding 1.2 kW which has not been obtained through the prison service or taken along by the person on arrival at the prison; *(Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*
- 7.1.25.** a television with a diagonal of more than 61 cm (24"); *(Amended on April 03, 2020 with directive No. 1-1/20/15, entered into force on 03 April 2020)*
- 7.1.26.** power source, except batteries acquired with the permission of or through the prison service;
- 7.1.27.** 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;
- 7.1.28.** the transmitter or receiver of a signal or transmission and its accessories, except for televisions or radios issued with the permission of the prison service and acquired through the prison or brought with the prisoner upon arrival at the prison;
- 7.1.29.** computers and other devices that can be used or modified to access the Internet;
- 7.1.30.** data medium and reader, except paper;
- 7.1.31.** digital or electronic game and game console;
- 7.1.32.** scale;
- 7.1.33.** women's clothing for male imprisoned persons;
- 7.1.34.** footwear with a heel height of more than 3 cm, metal reinforcements, platform soles (3 cm) or otherwise dangerous footwear, and footwear for special purposes, except for footwear issued or permitted by the prison service for the performance of duties;

- 7.1.35. carrier bag, suitcase, box, case, jug, plastic tray, etc., an item for storing items, except for an item permitted or issued by the prison service;
  - five plastic bags for the personal use of the imprisoned person;
  - up to 2 personal transparent plastic storage containers with a total capacity not exceeding one litre; water filter jug (1 pc).
- 7.1.36. clock, except wristwatch, alarm clock, clock radio; *(Amended on 20 March 2026 with directive no. 1-1/1-26/15, entered into force on 23 March 2026)*
- 7.1.37. sunglasses, except if prescribed by the prison doctor;
- 7.1.38. *(Repealed on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*
- 7.1.39. headphones; *(Amended on 20 March 2026 with directive no. 1-1/1-26/15, entered into force on 23 March 2026)*
- 7.1.40. more than one set of prayer beads;
- 7.1.41. fake weapon or imitation;
- 7.1.42. filter except a water filter purchased through or with the permission of the prison service;
- 7.1.43. heating element, except a kettle purchased through or with the permission of the prison service;
- 7.1.44. personal effects of similar purpose provided by the prison;
- 7.1.45. 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;
- 7.1.46. articles of clothing and footwear that have not been acquired with the permission of the prison service;
- 7.1.47. fan;
- 7.1.48. alcoholic beverages, non-alcoholic beverages that are related to alcohol as regards to their name, e.g. non-alcoholic beer, wine, cider, etc., and other intoxicating substances;
- 7.1.49. cash in excess of one month's minimum wage;
- 7.1.50. pressurised containers, except for shaving foam and shaving gel;
- 7.1.51. publications, reproductions, manuscripts, etc., containing descriptions of the tactics and methodologies for the surveillance and security of the prison, the assessment of criminogenic risks or the resolution of emergency events;
- 7.1.52. souvenir banknotes. *(Added on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*

## 8. Personal effects and their storage

### 8.1. General provisions

- 8.1.1. The imprisoned person has the right to keep personal effects or items given to them by the prison in their room on the designated shelf, wardrobe, bedside table, and in the storage of the personal effects of the imprisoned persons (hereinafter *the storage*). Small towels (hand towels or tea towels) and oven mitts may be stored in a designated plastic box in the kitchen or on top of the plastic box. *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 8.1.2. Food must be stored only in a refrigerator compartment designated to the imprisoned person in the kitchen, in a deep freezer, or in a designated plastic box with a lid. *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 8.1.3. To be issued items from the storage or to deposit them in the storage, the imprisoned person submits a request (**Annex 2**) to the prison service officer and deposits the items and is issued them as soon as possible, but no later than within 30 days. The prison service officer 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 room upon request must be clean. The storage has the right to refuse to accept dirty and smelly items.
- 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 shall be confirmed by a prison service officer.
- 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 shall be confirmed by a prison service officer.
- 8.1.6. If an imprisoned person is transferred to another prison or police detention centre, moved to another

- room, or released from prison, they must take all personal belongings with them from the room and return any prison property issued to them for their use (except in the case of transfer between rooms).
- 8.1.7.** The toiletries, body care and cleaning products, foodstuffs, dry goods (including tea and coffee), medicinal products, and lighters and matches of the imprisoned persons are not deposited in the storage.
- 8.1.8.** In order to receive cash, the imprisoned person shall submit a written request (**Annex 15**) at least three working days before the cash is to be issued. As a rule, cash is issued on Mondays.
- 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 and substances for their own personal consumption, as well as receiving, acquiring, borrowing, or taking from others items that are allowed for personal consumption by others for temporary use or items and substances that do not belong to anyone (except with the permission of the roommate to use the television, radio and electric kettle). *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 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.** manufacture, keep and use self-made electrical appliances;
- 8.2.5.** damage or remove the safety label from electrical appliances, repair or modify electrical appliances oneself. If the device breaks or the security sticker of an electrical device equipped becomes unusable, the imprisoned person must hand the electrical appliance over to the prison service immediately. Electrical appliances that have been damaged, altered, rebuilt, become dangerous due to operation, or the safety stickers of which have been damaged will be taken away and deposited in storage.
- 8.2.6.** Keep items in the room out of cupboards and shelves, for example under the bed, on top of the wardrobe, on the windowsill, etc.
- 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 3 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. *(Amended on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 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.
- 8.4.** The imprisoned person may keep in the room personal articles of clothing in the following quantities:
- 8.4.1.** footwear- four pairs (except football shoes and pointed or high-heeled footwear);
- 8.4.2.** socks—in reasonable quantity; *(Amended on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 8.4.3.** underwear (men's underpants and tank tops, women's underpants, bras and tank tops) – in reasonable quantities;  
*(Amended on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 8.4.4.** pyjamas or nightgown total - 2 pcs;
- 8.4.5.** warm underwear – 1 set;
- 8.4.6.** robe – 1 pcs;
- 8.4.7.** jacket or coat or cloak or leather/denim jacket (without metal or rivet decorations)- 2 pc;
- 8.4.8.** scarf- 1 pc;
- 8.4.9.** gloves - 2 pairs;
- 8.4.10.** T-shirt (including sleeveless T-shirt), polo shirt – 5 pcs in total;
- 8.4.11.** shirt or shirt with long sleeves - total 2 pcs;
- 8.4.12.** shorts or knee length pants – 3 pairs in total; *(Amended on 23 December 2024, with directive No. 1-1/24/101, entered into force on 01 January 2025)*
- 8.4.13.** long pants- three pairs;
- 8.4.14.** sweater or fleece jacket or polo or sweater or sweatshirt – total 3 pcs;
- 8.4.15.** vest (without metal decorations)- 1 pc;
- 8.4.16.** dress or skirt – 3 pcs in total;
- 8.4.17.** jacket or smock or coat or cardigan – 2 pcs in total;
- 8.4.18.** tie - 1 pc;
- 8.4.19.** hat or headscarf – 2 pcs in total;
- 8.4.20.** In addition, imprisoned persons working outside the prison are entitled to the following items: 1 jacket, 1 pair of trousers, 2 blouses or cardigans or sweatshirts, T-shirt – 2 pcs, vest – 1 pc, gloves – 1 pair, hat – 1 pc, footwear – 1 pair, sauna towel – 1 pc, warm underwear (trousers and shirt) – 1 set; belt – 1 pc. *(Amended on 28 April 2022 with directive No. 1- 1/22/48, effective from 1 May 2022)* long sports suit (sweatpants and sweatshirt) – two sets;
- 8.5.** The imprisoned person may keep the personal items listed in the list in their room in the following quantities:
- 8.5.1.** big towel - 2 pc;
- 8.5.2.** wristwatch -1 pc;
- 8.5.3.** sports bag -1 pc;
- 8.5.4.** backpack or handbag or shoulder bag – 1 pc in total;
- 8.5.5.** wallet -1 pc;
- 8.5.6.** cosmetics bag - 1 pc.
- 8.5.7.** hand towel or tea towel – 1 pc; *(Amended on 07.05.2021 with directive No. 1-1/21/21, effective from 11 May 2021)*
- 8.5.8.** oven mitts - 1 pair; *(Amended May 07, 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 8.5.9.** Reusable drinking bottle with a capacity of up to 1 litre (made of transparent, colourless plastic with a screw-on cap)  
- 1 pc *(Added on 09 February 2024 with directive no. 1-1/24/12, entered into force on 09 February 2024)*
- 8.6.** The imprisoned person may keep hygiene, cosmetic and cleaning products in the room in the following

quantities:

- 8.6.1. shampoo - 2 pcs;
  - 8.6.2. conditioner - 2 pcs;
  - 8.6.3. shower gel or liquid soap – 2 pcs;
  - 8.6.4. soap - 3 pcs;
  - 8.6.5. cream or facial cleanser, milk, oil – 4 pcs in total;
  - 8.6.6. stick deodorant (alcohol-free) - 2 pcs;
  - 8.6.7. mouthwash (non-alcoholic) - 1 pc;
  - 8.6.8. hygienic lipstick- 1 pc;
  - 8.6.9. toothpaste - 2 pcs;
  - 8.6.10. shaving foam, cream, gel/depilatory cream, gel – 2 pcs;
  - 8.6.11. hair color - 1 pc;
  - 8.6.12. nail polish remover (without alcohol or acetone) - 1 pc;
  - 8.6.13. cosmetics for female imprisoned persons – in quantities that fit into a lockable storage box issued by the prison;
  - 8.6.14. toilet paper- 4 rolls;
  - 8.6.15. sanitary towels and/or tampons and/or panty liners for female imprisoned persons – 4 packs in total;
  - 8.6.16. dishwashing liquid - 1 pc;
  - 8.6.17. Anti-scaling - 1 pc;
  - 8.6.18. washing powder, washing gel, washing capsules, fabric softener – 2 pcs in total; *(Amended on 23 December 2024 with directive No. 11/24/101, effective from 01 January 2025)*
  - 8.6.19. 8.6.19 shoe polish - 2 pcs;
  - 8.6.20. disposable razors - 7 pcs; *(Amended on 07 June 2022 with directive no. 1-1/22/60, entered into force on 10 June 2022)*
  - 8.6.21. razor – 1 pc; changeable blades – 4 pcs *(Amended on 07 June 2022 with directive no. 1-1/22/60, entered into force on 10 June 2022)*
  - 8.6.22. soap box – 1 pc;
  - 8.6.23. toothbrush box – 1 pc;
  - 8.6.24. shoehorn – 1 pc;
  - 8.6.25. shoe brush - 1 pc;
  - 8.6.26. toothbrush - 2 pcs *(Added on 07 June 2022 with directive no. 1-1/22/60, entered into force on 10 June 2022)*
- 8.7. Clothing, footwear, personal items, and hygiene, cosmetic, and cleaning supplies not mentioned in clauses 8.4, 8.5, and 8.6 may only be kept in the room with the written permission of the prison service.

## **9. Provision of food for imprisoned persons**

- 9.1. Catering is provided to the prisoners in accordance with the decree No. 150 of the Minister of Social Affairs of 31 December 2002 "Rations in penal institutions".
- 9.1.1. The imprisoned person is obliged to indicate his or her meal preferences for each meal in a table issued by the living section for the period specified by the unit. An imprisoned person who is placed in an open prison in the middle of the week is automatically provided with meals by the prison at each mealtime of the current week. *(Added on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*
- 9.2. The need for additional provision of food is determined by the Department of Corrective Medicine at West Tallinn Central Hospital (hereinafter referred to as LTKH KMO). Special meals for medical purposes are decided by the prison health care worker. In order to obtain food that does not contain meat or pork for religious reasons or for reasons of conviction, the prisoner shall make a request to the contact person. If a prisoner requests food that does not contain meat / pork for religious reasons, the prison chaplain will process the request. If a prisoner requests food that does not contain meat for reasons of conviction, the inspector-contact person will process the request. If a prisoner is

prescribed a meat- or pork-free meal for medical, religious or reasons of conviction, the list of foodstuffs purchased by the prisoner from the shop shall be checked. If a prisoner has purchased meat products from the shop during the provision of meat- or pork-free food, the prison shall stop issuing him or her meat- or pork-free food *(Amended on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*

- 9.3. In order to give up food, the imprisoned person submits a written request to the director of the prison (**Annex 16**). 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 17**). 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 graham bread.
- 9.7. During the meal times set by the prison, food is served to prisoners in the kitchens located on each floor, and meals are eaten only in the day rooms located on each floor. Taking food into the rooms is prohibited. During food distribution and mealtimes, prisoners are not allowed to leave their floor.
- 9.8. During their free time, prisoners may prepare meals in the kitchens on the first and second floor, and meals may only be consumed in the day rooms located on those floors. Taking food into the rooms is prohibited. Foodstuffs that have exceeded their expiry date and are spoiled shall be destroyed. *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 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 to tidy up the room, including the kitchen area if he or she has used it, in order 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.
- 9.10. Dishes may be stored in the kitchen of the floor and in their room on the shelf assigned to the prisoner. *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 9.11. To receive food, the imprisoned person gives the dishes to the person distributing the food. An imprisoned person staying at the open prison person must receive the food prescribed for them themselves. An imprisoned person working outside the prison who has expressed a wish to receive food while away from the prison is obliged to leave the storage container issued by the prison in the place designated by the prison in the kitchen of the living section for the duration of provision of food. The food is distributed by the food distributor into storage containers. Imprisoned persons have the right to take food with them outside the prison in a storage container issued by the prison. The storage container brought back to the prison for food must be empty. Prisoners are prohibited from handing over food (including graham bread) given to them by the prison to another prisoner. *(Amended on 23 December 2024 with directive no. 11/24/101, entered into force on 01 January 2025)*
- 9.12. If they have complaints about the quality of the food, the imprisoned person must immediately inform the prison service officer. Subsequent claims are not satisfied due to the impossibility of verification.

## **10. Waste management**

- 10.1. The imprisoned person must separately collect and sort waste in their possession or generated by them. They must place it in the appropriate containers provided by the prison. Packaging waste must first be cleaned by the imprisoned person. 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.
- 10.3. Containers marked with a deposit label may be taken to a designated collection point approved by the prison on days when prisoners are allowed to visit shops.
- 10.4. Electrical equipment or parts thereof in the possession of the prisoner that are to be discarded shall be handed over to a prison service officer together with a written notification. *(Added on 23 December 2024 with directive no. 11/24/101, entered into force on 01 January 2025)*

## **11. Matters concerning living conditions**

**11.1. Resolving matters concerning living conditions in the prison**

On working days, prisoners contact the prison service officer verbally to resolve issues relating to their living conditions. The officer will identify the nature of the problem and, if necessary, forward the problem electronically to another structural unit, or if the situation so requires, ask the imprisoned person to submit it in writing. The imprisoned person signs the appeal and indicates the date of submission. The appeal of the prisoner must be written in a legible handwriting, contain the applicant's first and last name, the building code and room number, the justified content of the appeal, the date and the signature. If secure technical capabilities are available, the prison may allow appeals to be drafted and submitted in electronic form. An appeal submitted in electronic form shall be confirmed electronically by the prisoner himself/herself. *(Amended on 23 December 2024 with directive no. 1- 1/24/101, entered into force on January 01, 2025 11.1.1* Application forms are distributed and applications are accepted by prison service officials during the roll-calls.

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

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

**11.1.4.** The prisoner has the opportunity to submit appeals to the Information and Investigation Ward, the Internal Control and the Medical Ward in a sealed envelope. *(Added on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*

**11.2. Keeping clothing and footwear in order**

**11.2.1.** In open prisons, imprisoned persons wear their own clothes, which they take care of themselves, clean and change regularly. The costs for purchasing the means necessary for washing personal clothing are borne by the imprisoned person. Personal clothing items may only be stored in the wardrobes in the room, and work clothes may be stored in the designated 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 prison service officer (**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.** The washing and repair of bedding, towels and work clothes issued by the prison shall be carried out at the prison's expense. Washing bedding and towels issued by the prison (1 pillow, 1 blanket, 2 sheets, 1 pillowcase, 1 small towel, 1 big towel) in washing machines located in the utility rooms and drying them in drying cabinets is prohibited. *(Supplemented on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*

**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 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, the imprisoned person submits a written request, indicating the names and 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. Needs-based provision of hygiene preparations**

**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 include the name (in capital letters), date of birth, room number and names of hygiene products.

**11.3.2.** The toiletries that the prison issues based on need are toilet soap, household soap, toothpaste, toothbrush, disposable razors, shampoo and menstrual pads for female imprisoned persons. *(Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01.05.2022); (Amended on 07 June 2022 with directive no. 1-1/22/60, entered into force on 10 June 2022)*

**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. In exceptional cases, toiletries shall be issued to imprisoned persons as necessary.

### **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 until the silent hours. Imprisoned persons are prohibited from hanging curtains in front of their bed (bed sheets, towels etc), setting up beds in non-work rooms or service rooms, or changing beds with other imprisoned persons without the permission of a prison service officer. From the time they wake up until the silent hours, imprisoned persons are required to keep their beds tidy.

**11.4.2.** The prison shall provide prisoners with cleaning supplies, a floor mop and a rubbish bin necessary for keeping their rooms tidy. To receive other cleaning tools and supplies necessary for the maintenance of the room, they must apply to the prison service officer.

### **11.5. Reserving money for services**

**11.5.1.** The imprisoned person can use different 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 shall be deducted from the internal personal account after the service is provided.

### **11.6. Money transfers**

**11.6.1.** Prisoners may make bank transfers through the prison (pay state fees, pay family members or dependents, or transfer money to their bank account). Bank transfers are made by the maintenance ward specialist. *(Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*

**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. *(Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*

**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.

## **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.** 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.
- 12.3.** On the day of going shopping, it is allowed to bring cigarettes and matches to the prison in quantities that fit into their individual cigarette and lighter storage lockers. Cigarettes and matches must be handed over to the prison service officer immediately upon arrival at the prison.
- 12.4.** Cigarettes and matches may be purchased by imprisoned persons who have declared themselves as smokers.

**13. Short-term visits, telephone calls, subscription to periodicals, use of mobile phones and the Internet, including use of tablet computers (*Amended on 23 December 2024, with directive No. 1-1/24/101, entered into force on 01 January 2025*)**

**13.1. Short-term visit**

**13.1.1.** Advance registration is required for short-term visits, which can be done by the visitor by telephone (tel 6127945, 6127932, 6127910 või 6127941) or electronically (e-mail: [talv.avavanglakontakt@just.ee](mailto:talv.avavanglakontakt@just.ee)). A prisoner may apply for a short-term visit on the basis of an application (Annex 13). Applications must be submitted at least 5 working days before the requested visit.

**13.1.2.** Short-term visits take place in the open prison from Tuesday to Sunday at the time and space designated for this purpose:

8:25 – 9:35 AM (except Tuesday, Wednesday, Thursday

and Friday) 9:45 –10:55 AM (except Tuesday, Wednesday,

Thursday and Friday) 1:40 –2:50 PM

3:00 –4:10 PM

4:20 – 5:30 PM

**13.1.3.** At least 15 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 visitor shall place their belongings (bags, outerwear, etc.) in a lockable cabinet for safekeeping during the visit, and the key shall remain with the visitor 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.

**13.1.11.** If the necessary technical capabilities are available, the prison may allow short-term visits via video link with a close relative, criminal defence counsel, legal representative, clergy, notary and consular official of the person's country, local government employees or other persons approved by the prison for the purpose of ensuring the enforcement of the sentence, regarding whom the necessary personal data has been submitted to the prison and regarding whom an application for a meeting via video link has been submitted in electronic form. A prerequisite for the visit to take place is confirmation of permission for the visit by a person outside the prison. *(Added on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*

### **13.2.** Telephone calls

**13.2.1.** In general, the use of telephones is permitted during free time specified in the daily schedule (except during times when imprisoned persons are required to stay in their rooms). 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 application for use of a telephone must be completed correctly by the imprisoned person. and in accordance with the procedure laid down in legislation.

**13.2.2.** Imprisoned persons are prohibited from giving or disclosing the phone card number and PIN code issued to them for making calls through the prison to another prisoner, and are prohibited from, when logged in with their phone card number and PIN code, to give the telephone receiver to another prisoner to make a phone call or to leave the telephone without logging out. Imprisoned persons are also prohibited from using the telephone card number and PIN code issued by the prison to another prisoner for the purpose of making calls, including using a telephone without logging in first with the personal calling card number and PIN code issued to the prisoner for making calls from prison *(amended on 28 April 2022, No. 1- 1/22/48, entered into force on 1 May 2022). 01 May 2022)*

**13.2.3.** The length of telephone calls must be reasonable so that all prisoners are guaranteed the opportunity to make calls. To ensure this, the unit manager has the right to establish a calling schedule and limit the length of call time.

*(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021);(Amended on 07 June 2022 with directive no. 1-1/22/60, entered into force on 10 June 2022)*

### **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 prison service officer against a signature.

**13.3.3.** The person responsible for correspondence shall generally deliver the letter to the prisoner on the same working day on which it arrived, but no later than within seven working days.

**13.3.4.** The letters of an imprisoned person on prison leave and prison leave under supervision will be kept in the open prison until the imprisoned person returns to the prison.

**13.3.5.** 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.
- 13.3.6.** The imprisoned person gives memorandums, requests for explanation, and statements addressed to the prison to the prison service officer. *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 13.3.7.** 13.3.7. 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.
- 13.3.8.** 13.3.8. 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.
- 13.3.9.** 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, prison, the Office of the President, the prosecutor's office, the investigating authority and 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. *(Amended on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*
- 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 64<sup>1</sup> 15) of the 'Internal Rules of Prison'.
- 13.5.** Use of mobile phone *(Added on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*
- 13.5.1.** The prison may issue a mobile phone to an imprisoned person who is outside the open prison for making and receiving calls. The imprisoned person does not have the right to refuse to accept a mobile phone.
- 13.5.2.** The imprisoned person is obliged, as regards to the mobile phone issued to him by the prison:
- 13.5.2.1. log in with their personalised subscriber number and PIN code in the presence of an official;
- 13.5.2.2. stay logged in during use;
- 13.5.2.3. carry it with them and make be available to the prison via the phone;
- 13.5.2.4. answer the prison officer's phone call immediately, except in situations where keeping a mobile phone with them is contrary to the internal rules of place where the prisoner is located (e.g. at work), and which has been agreed in advance with the prison;
- 13.5.2.5. delete their logs from the mobile phone upon return;

- 13.5.2.6. use the device with due care, avoid damaging the device and its accessories, and compensate for any damage caused when using the device;
- 13.5.2.7. charge the phone using the charging cable provided by the prison;
- 13.5.2.8. inform the prison officer if the mobile phone is broken, damaged or lost.
- 13.5.3.** The imprisoned person is not allowed, as regards to the mobile phone issued to by the prison:
  - 13.5.3.1. to keep it in a place where the device may be damaged;
  - 13.5.3.2. to download applications without authorisation;
  - 13.5.3.3. switch it off, set it to flight mode or another mode that disables mobile connectivity or otherwise prevents normal use and monitoring of the phone;
  - 13.5.3.4. to change the original settings, including removing the SIM card or adding a new SIM card, removing the protective cover or opening the phone casing;
  - 13.5.3.5. to set it to silent mode, unless required by the internal rules of the place where the prisoner is located;
  - 13.5.3.6. pass it on to another person.
- 13.5.4.** The prison has the right to monitor the use of mobile phone by the imprisoned person.
- 13.5.5.** The costs associated with the use of the mobile phone shall be borne by the imprisoned person.

**13.6.** Use of the Internet: *(Added on 23 December 2024 with directive no. 1-1/24/101, entered into force on January 01, 2025)*

**13.6.1** The imprisoned person may use the internet on a device adapted by the prison for this purpose.

**13.6.2.** The imprisoned person shall notify the prison of the need to use the internet in writing, stating the purpose of use, the website address and the time at which he or she wishes to use the computer.

**13.6.3.** Imprisoned persons are allowed to use the internet on a computer adapted by the prison in accordance with the prison's work schedule, taking into account the time preferred by the imprisoned person, if possible. Prisoners are prohibited from using computers at times other than those agreed upon by the prison.

**13.6.4.** It is prohibited to damage, modify, misuse or connect the device provided for Internet use to another device that has not been approved by the prison. **13.6.5.** The prison has the right to monitor the activities of imprisoned persons when using the internet.

**13.6.6.** When using the Internet, imprisoned persons are prohibited from:

- 13.6.1.1. visit websites not approved by the prison, use the part of the website that enables electronic communication, except in the case of activities approved by the prison pursuant to clause 523 of the Internal Rules of Prison;
- 13.6.1.2. cause inconvenience or danger to fellow prisoners and other Internet users (the public);
- 13.6.1.3. use rude, obscene, or offensive language, incite hatred, commit or influence someone to commit offences, or be mentally abusive;
- 13.6.1.4. consume photo and video material or other web content that incites or promotes violence, hatred or racism;
- 13.6.1.5. play computer games; 13.6.6.6. consume pornographic works.

**13.7.** Use of tablet computers *(Added on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*

**13.7.1.** In order to perform electronic operations, prisoners generally use tablet computers provided by the prison for this purpose.

**13.7.2.** The imprisoned person logs into their profile on the tablet computer using facial

recognition software. If necessary, the imprisoned person shall ask the official for assistance.

**13.7.3.** Upon finishing using the tablet computer, the imprisoned person is obliged to log out of their profile. **13.7.4.** After completing the operations, the imprisoned person shall immediately return the tablet computer to the location designated by the unit.

**13.7.5.** The imprisoned person shall use the tablet computer with due care, avoid damaging it, be responsible for the condition of the device during use, and compensate for any damage caused to the device during use.

**13.7.6.** The imprisoned person is not allowed to:

13.7.3.1. pass on the tablet computer to another imprisoned person while he/she is logged into the tablet computer with his/her own profile using facial recognition and his/her session is still active;

13.7.3.2. use a tablet computer while another imprisoned person is logged in and their session is still active;

13.7.3.3. damage, misuse, modify, or connect the device to another device (including a memory stick) that has not been approved by the prison.

## **14. Prison leave**

**14.5.** A request for a prison leave and a prison leave plan (**Annex 14**) 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.

**14.6.** The prison leave is calculated based on the year of imprisonment (the year is counted from the beginning of the sentence).

**14.7.** In order to receive cash, the imprisoned person shall submit a written request (**Annex 15**) at least three working days before the cash is to be issued. As a rule cash is issued on Mondays. 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.

**14.8.** 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 is obliged to report regularly on each day of their prison leave at the times specified in the prison leave permission directive by calling the telephone number indicated on the prison leave certificate. The imprisoned person must immediately notify the prison service officer specified in the directive of any extraordinary circumstances, changes to the travel plan or location.

**14.9.** 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.

**14.10.** If necessary, the imprisoned person may be given a worksheet prepared by the social worker when going on prison leave, the completion of which is mandatory for the imprisoned person.

**14.11.** 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.

**14.12.** After the prison leave, the imprisoned person and the contact person will assess its purposefulness together (**Annex 19**).

**14.13.** 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’.

- 14.14.** For an extraordinary prison leave or prison leave under supervision, the imprisoned person submits a written request to the 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**

- 15.5.** 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 (1<sup>1</sup>) of the Imprisonment Act.
- 15.6.** Prisoners go to a shop outside the prison, organised by the prison. Prisoners may make purchases in the shop designated by the prison.
- 15.7.** 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.
- 15.8.** Electrical devices can only be purchased from the prison store.
- 15.9.** The packaging of the goods brought to the prison must be sealed by the manufacturer.
- 15.10.** Prisoners have the right to request cash from their prison account up to the amount of the minimum wage or to request that free cash be transferred from their prison account to a bank account linked to a bank card outside the prison, by submitting a request at least three working days before the cash is to be issued. As a rule, cash is issued on Mondays. The basis for issuing money is the request of the imprisoned person (**Annex 15**) which has been approved by the contact person.
- 15.11.** 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).
- 15.12.** Clothing, footwear, leisure equipment, and electrical devices purchased from the prison store are delivered to the imprisoned persons through the storage. Prison security stickers are installed on electrical devices.
- 15.13.** 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. Items for which the imprisoned person does not have a receipt will be confiscated by the prison service and may be destroyed.
- 15.14.** For purchases, imprisoned persons may only use funds available for free use from their personal accounts in the prison.
- 15.15.** An imprisoned person may purchase goods from the shop only for his or her own use and in reasonable quantities.

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

- 16.5.** Resocialization activities are studying, working, participating in social programmes (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.
- 16.6.** The imprisoned person must dutifully work, study, and participate in other resocialization activities.
- 16.7. Studying**
- 16.7.4.** 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.
- 16.7.5.** In the open prison, imprisoned persons study mainly in an educational institution located outside the prison.
- 16.7.6.** The education organiser or contact person introduces learning opportunities to the imprisoned persons and, if necessary, instructs them how to fill out documents for entering an educational institution.

- 16.7.7.** Education is acquired in a prescribed school, based on a prescribed lesson plan.
- 16.7.8.** It is forbidden for the imprisoned person to acquire or possess items, etc., made during educational activities.
- 16.7.9.** The restrictions and obligations associated with attending school are established in the school admission directive.
- 16.8. Working**
- 16.8.4.** If the imprisoned person does not work or study outside the prison, they participate in the maintenance of the prison.
- 16.8.5.** 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.
- 16.8.6.** 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.
- 16.8.7.** Employed imprisoned persons are allowed to take personal toiletries and a big towel to work if it is possible to wash yourself at the workplace, as well as smoking products and a reasonable amount of foodstuff. Toiletries, cigarettes and foodstuff taken to the workplace may not be brought back to the prison. *(Amended on 07 May 2021 with directive no. 11/21/21, entered into force on 11 May 2021)*
- 16.8.8.** 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.
- 16.8.9.** The restrictions and obligations associated with working are established in the work admission directive.
- 16.8.10.** The imprisoned person is obliged to independently inform their employer if they are late for work or absent from work in connection other activities permitted by the prison and taking place in the prison or outside the prison (e.g. doctor's appointment, social programme, prison leave, etc.). *(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 16.9. Resocialization activities** *(Amended on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*
- 16.9.4.** Imprisoned persons are referred to resocialization activities organised by the Intervention Department on the orders of the inspector-contact person. *(Amended on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*
- 16.9.5.** 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 official conducting the programme 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 due to lack of motivation of the imprisoned person.
- 17. Fitness, recreational activities, using the library, and other leisure opportunities**
- 17.5. Engaging in fitness activities**
- 17.5.4.** The purpose of engaging in fitness activities is to develop physical abilities and strengthen health.
- 17.5.5.** Prisoners may engage in fitness activities only in designated areas equipped with the appropriate facilities. It is forbidden for the imprisoned person to do any hitting exercises in the open prison. The imprisoned person is allowed to use the area designated for fitness activities during the free time specified in the schedule.
- 17.5.6.** Areas and equipment intended for fitness activities must be used for their intended purpose and in a responsible manner. In the event of damage, breakage or other incidents involving equipment, the prison service officer is immediately informed.
- 17.5.7.** In case of a disciplinary violation or inappropriate use of the area designated for fitness activities, the prison service officer has the right to terminate engaging in fitness activities. If the sports equipment is thrown outside the area intended for sports, it will not be returned.
- 17.5.8.** The imprisoned person engages in fitness activities at his/her 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.

- 17.5.9.** 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 to engage in fitness activities. Only an empty plastic bottle may be brought back to the open prison building.
- 17.6.** Using the library and listening to radio and watching television programmes
- 17.6.4.** The library is available for useful leisure activities and personal development.
- 17.6.5.** Works can be borrowed from the library during the hours specified in the schedule.
- 17.6.6.** When borrowing books for the first time, the imprisoned person shall give written consent to compensate for any damage caused by the loss or destruction of the publication (**Annex 9**). The reader must replace lost or damaged publications with equivalent publications or compensate for them financially in the amount determined by the prison. When assessing the value of the publication, the prison shall base its calculation on the purchase price of a new equivalent publication. A fee of 1.60 euros must be paid in case of violation of the barcode or location code on the publication.
- 17.6.7.** Publications are borrowed for two weeks (until the next library visit day). The return deadline may be extended, but no more than three times, after which the imprisoned person must return the publications.
- 17.6.8.** Educational literature is borrowed on a priority basis to imprisoned persons on the school list. Publications that are not in high demand are also borrowed to independent learners. The borrowing period for educational literature is one semester or until the end of the course.
- 17.6.9.** The library has the right to refuse to borrow publications to imprisoned persons if the reader has not returned the publications on correct times or if the publications are lost or damaged. Publications may be borrowed after compensation for the damage caused has been paid.
- 17.6.10.** Imprisoned persons are not allowed to give or lend library publications to other imprisoned persons. They also may not borrow or use library publications borrowed by other imprisoned persons.
- 17.6.11.** If the imprisoned person is transferred from the open prison or leaves the prison, they must return the publications before leaving the open prison.
- 17.6.12.** 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.
- 17.6.13.** Technical equipment in public areas must be used for its intended purpose and with due care, and must be switched off after use.
- 17.7.** Recreational activities
- 17.7.4.** The purpose of enabling recreational activities is to create prerequisites for the imprisoned person to cope well in society after release.
- 17.7.5.** It is forbidden for the imprisoned person to take tools, materials, or items out of the rooms intended for recreational activities.
- 17.7.6.** The imprisoned person may not have items, etc., made during the recreational activities.
- 18. Ensuring freedom of religion** (*Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022*)
- 18.5.** The prison shall ensure that imprisoned persons have the opportunity to satisfy their religious needs. Religious services are held for imprisoned persons in the open prison in the open prison or in a designated church outside the prison, in accordance with the work organisation of the prison. (*Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022*)
- 18.6.** The prison ensures that imprisoned persons have the opportunity to attend religious services. Religious services or other religious events are organised by the chaplain.
- 18.7.** Participation in religious services and other religious events is voluntary for imprisoned persons.
- 18.8.** 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 included in the list of participants in

religious activities based on their request, which must be submitted to the prison chaplain through the contact person.

- 18.9.** The imprisoned person may meet with the chaplain individually if they submit a request to the chaplain through the contact person.
- 18.10.** Every imprisoned person, regardless of their religion, can meet with a representative of their religion as far as possible.
- 18.11.** The imprisoned persons have the opportunity to request the following religious symbols through the chaplain:
- 18.11.4.** A cross around the neck – the height should not exceed 5 cm × 5 cm, with a thickness of up to 0.5 cm, with a length of up to 65 cm.  
For crosses, the permitted materials are metal (including precious metals), wood and plastic. The cross must be without adornments, i.e. it must be without precious stones and without removable parts. The cross is worn around the neck with a lanyard issued by the prison. For safety reasons, the lanyard must not be unbreakable, i.e. it must break when pulled with reasonable force between the hands. There must not be more than one cross attached to one lanyard. Only one religious symbol may be worn;
- 18.11.5.** Medallion – diameter must not exceed 3 cm, thickness up to 0.5 cm. Permitted for material for medallions -  
metal (including precious metals), wood, stone and plastic. If the item is made of some other hard material (such as bone), its use must be coordinated with the prison. The medallion must be without adornments i.e. it must be without precious stones and without removable parts.  
The medallion is worn around the neck with a lanyard issued by the prison. For safety reasons, the lanyard must not be unbreakable, i.e. it must break when pulled with reasonable force between the hands. There must not be more than one medallion attached to one lanyard. Only one religious symbol may be worn;
- 18.11.6.** Up to three holy images are permitted. Icons (holy images) – width must not exceed 15 cm, height must not exceed 20 cm, and thickness must not exceed 2 cm. For security reasons, the holy image must be simple in form without a frame or box, complete (in one piece), and without a cavity. Holy images and icons made of glass, metal, or textiles are not allowed;
- 18.11.7.** Crucifixes - height must not exceed 20 cm. Wall-mounted crucifixes (without a table base) are prohibited. Crucifixes made of materials other than wood are prohibited (the shape of the crucifix can be metal);
- 18.11.8.** One holy figure is allowed. Holy figures (Catholics and Buddhists) – height must not exceed 10 cm and diameter must not exceed 5 cm. For security reasons, the holy figure must be simple in form, complete (in one piece), and without a cavity. Holy figures made of glass, metal, or textiles are not allowed;
- 18.11.9.** prayer rug for Muslims – maximum size 60 × 100 cm, there must not be a compass on the rug;
- 18.11.10.** Prayer beads (used by Christians, Buddhists, Muslims) – can be made of wood, plastic or fabric. Diameter of beads must not exceed 1 cm. The permitted length of the prayer beads is up to 55 cm. Prayer beads with skull beads are not appropriate in the prison context.
- 18.11.11.** For safety reasons, the fastenings between prayer beads must not be unbreakable, i.e. they must break when pulled with reasonable force between the hands. The alteration of prayer beads is not permitted;
- 18.11.12.** Prayer caps (permitted for Muslims and Jews) must be made of fabric and be simple in nature, without any detachable parts. Detachable decorations are not allowed. *(Amended on 28 April 2022 with directive no. 1-1/22/48, entered into force on 01 May 2022)*
- 18.12.** 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. Medical surveillance**

**19.5.** Medical surveillance is organised by the LTKH KMO in accordance with the legislation regulating the

provision of health services. Employees of the LTKH KMO work around the clock based on the approved schedule.

- 19.6.** Where possible, first-level outpatient general and specialised medical care and inpatient nursing care are provided for imprisoned persons. If this is not possible, imprisoned persons are referred to the general treatment facility with which a contract for the provision of health services has been concluded.
- 19.6.4.** Imprisoned persons can visit the nurse at the open prison according to the scheduled appointment times. The imprisoned person informs the prison officer of the need for medical consultation or medical assistance. Outpatient reception of patients by the general practitioner or family doctor takes place with pre-registration based on the waiting list. A healthcare professional will be the one to refer to a special doctor. Appointments with specialists are made on the basis of the treatment queue at the earliest opportunity. *(Amended on 23 December 2024 with directive no. 1- 1/24/101, entered into force on 01 January 2025)*
- 19.7.** The imprisoned person informs the prison service officer immediately of the need for emergency care.
- 19.8.** The imprisoned person who turns to the LTKH KMO to be provided health services must provide the health care provider with truthful information about their health and, to the best of their knowledge, disclose all the circumstances necessary for the provision of health services and provide assistance that the health care provider needs to provide the health service.
- 19.9.** The prison generally issues medication (except for narcotic and psychotropic drugs) to imprisoned persons for self-administration. Medicinal products that are not issued by the prison for self-administration by prisoners are distributed to imprisoned persons by the LTKH KMO nurse at the times specified by the prison. Medicinal products included in the list of narcotic and psychotropic medicinal products are issued in crushed or dissolved form. If there is suspicion of incorrect administration or misuse of medicinal products that are not included in the list of narcotic and psychotropic medicines, the LTKH KMO will decide on the need to administer the medicine in crushed or dissolved form. When receiving the medicinal product that has not been issued to the imprisoned person for independent administration, the imprisoned persons must carry a name tag in a visible place and must have a drinking cup with water with them. The imprisoned person is obliged to take the medicinal product immediately, followed by drinking water.
- 19.9.4.** Medicinal products are issued to the imprisoned persons in a medicine bag for a specified period, at the end of which the imprisoned person returns the medicine bag and the LTKH KMO issues a new medicine bag with the medicinal products prescribed for the next period. When a new medicinal product is prescribed to an imprisoned person, the LTKH KMO adds the new medicinal products to the medication bag held by the imprisoned person and notes the additional treatment regimen on the medication bag.
- 19.9.5.** The name of the imprisoned person, room number and treatment regimen shall be indicated on the medication bag issued to the imprisoned person for independent administration. Prisoners working outside the prison are provided with a medicine box with a lid for transporting medicinal produce(s) in tablet form to be administered at lunchtime, on which the prisoner's name, room number, name of the medicinal product(s) and the amount of medicinal product prescribed for a single dose are marked. The imprisoned person must take the medicinal product(s) required for lunchtime administration from the medicine bag issued to him/her to the medicine box.
- 19.9.6.** Vitamin preparations and food supplements for which a medical certificate has been issued to the imprisoned person shall be issued in their original packaging to the imprisoned person for independent administration, and the imprisoned person's name, room number and recommended dosage regimen shall be indicated on the packaging.
- 19.9.7.** The imprisoned persons are obliged to take the medicinal products given to them for self-administration in accordance with the procedure prescribed by LTKH KMO. If necessary, LTKH KMO will explain the special conditions for taking the medicinal products to the imprisoned person when prescribing it.
- 19.9.8.** The LTKH KMO may, if necessary, decide to change the administration of the medicinal product if the imprisoned person violates the treatment regimen, if the issued medicinal product is found to be used for purposes other than those intended, if the issued medicinal products are used by another imprisoned person, or if the imprisoned person refuses to take the medicinal products prescribed to them.
- 19.9.9.** Topical preparations (ointments, creams) are issued by the LTKH KMO in a cup, on which the name of the medicinal product, name and room number of the imprisoned person, as well as the date of

issue, are written. Eye and nose drops and inhalers in plastic packaging are issued in the original packaging, on which the name and room number of the imprisoned person, as well as the date of issue, are written.

- 19.9.10.** A diabetic prisoner may have one insulin pen per active ingredient in their room, syringe needles according to their treatment regimen, one glucometer, up to ten glucometer test strips and up to ten lancet needles.
- 19.9.11.** If necessary, LTKH KMO may decide to change the procedure for measuring blood sugar and administering medication, including administering medication under the supervision of a prison officer or healthcare professional. A healthcare professional has the right to remove or have removed from the room any medicinal products or supplies issued to a diabetic prisoner and to prescribe further blood sugar measurements or medication administration under the supervision of a prison officer or healthcare professional in the following cases: if the diabetic prisoner violates the treatment regimen, if the medicinal products and supplies issued to the diabetic prisoner are found to be used for purposes other than those intended, if the medicinal products or supplies issued to the diabetic prisoner are used by another prisoner, if the diabetic refuses to use the medicinal products or supplies prescribed to them or to return the supplies used.
- 19.9.12.** If the imprisoned person refuses to be provided health services (including refusal of medicinal product administration), they must record the refusal in writing and sign it. If the imprisoned person has refused treatment, an employee of the LTKH KMO removes them from treatment.
- 19.10.** The imprisoned person is not allowed to:
- 19.10.4.** use prescription medicines without a prescription from a healthcare professional; *(Amended on 23 December 2024 with directive No. 11/24/101, entered into force on 01 January 2025)*
- 19.10.5.** pierce, add something, take something away, etc. i.e. to harm their body or that of another person on their own initiative and without the prescription of the health care worker *(Amended on 23 December 2024 with directive No. 11/24/101, entered into force on 01 January 2025)*
- 19.10.6.** to have medicinal products in their room, except for medicinal products in different form than those issued by the medical department in plastic containers and medical bags and marked accordingly (ointments, drops); *(Amended on 23 December 2024 with directive No. 1-1/24/101, entered into force on 01 January 2025)*
- 19.10.7.** give the medicinal products prescribed to them to other imprisoned persons for administration; *(Amended on 23 December 2024, with directive No. 1- 1/24/101, entered into force on 01 January 2025)*
- 19.10.8.** failing to take medicinal products prescribed by a healthcare professional and/or provided by other prison officer (including over-the-counter medication) at the prescribed time. *(Amended on 23 December 2024 with directive no. 1- 1/24/101, entered into force on 01 January 2025)*

## **20. Reception of officials**

- 20.5.** Prison service officers, within the limits of their competence, receive imprisoned persons on the basis of a reasoned request.

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

- 21.5.** 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.
- 21.6.** 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.
- 21.7.** 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. If an imprisoned person has been punished by being prohibited from using personal electrical appliances,

the punishment shall be deemed to have commenced at the moment when the electrical appliance is removed from the room.

- 21.8.** 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**

- 22.5.** Imprisoned persons are released from the prison 01. 'Procedure for the release of an imprisoned person from prison'.
- 22.6.** Imprisoned persons are transferred between prisons in accordance with 03. According to regulation No 9 of year 2008, "Implementation plan".
- 22.7.** 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 room.
- 22.8.** 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. Before releasing the imprisoned person, a prison officer shall check that his or her personal effects correspond to the list of personal effects in the prison register.
- 22.9.** 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.
- 22.10.** 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.
- 22.11.** The prison issues the deposited savings fund and the balance of available money to the person to be released.
- 22.12.** 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.
- 22.13.** 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**

- 23.5.** 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. *(Modified on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)*
- 23.6.** 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.
- 23.7.** The tickets are compensated for the entire amount spent on the trip.
- 23.8.** The prison does not compensate the imprisoned person for the following travel expenses:
- 23.8.4.** taxi and private car expenses;

- 23.8.5.** public transport travel expenses, if the educational institution offers the possibility of compensation;
- 23.8.6.** public transport travel expenses if it is established that the imprisoned person has knowingly provided false information in the request.
  
- 23.9.** The imprisoned person submits a request (**Annex 18**) together with tickets proving the trips to the contact person by the 5<sup>th</sup> date of the month following the reporting period. The 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.
- 23.10.** The imprisoned person must confirm the origin of the money in the submitted request and the contact person verifies it within the limits of their professional powers.
- 23.11.** The chief specialist of the administrative ward checks the compliance of the submitted documents with the legislation regulating accounting and forwards them to the director for approval.
- 23.12.** The request approved by the director shall be forwarded by the chief specialist of the administrative ward to the State Shared Service Centre for reimbursement of expenses.
- 23.13.** The compensation is transferred to the personal account of the imprisoned person.
- 23.14.** 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. 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 shall be transferred directly to the in-prison account of the imprisoned person, which the imprisoned person has indicated in his or her application and which has been verified by the contact person.

**Annexes**

**Annex 1**

**Daily schedule for imprisoned persons at the open prison**

5.30 a.m.	Wake-up
5.30 to 6 a.m.	Toilet, making the beds
6 to 6.30 a.m.	Breakfast*
6.30 to 7.50 a.m.	Free time
7.50 to 8.15 a.m.	Morning roll-call
8.15 a.m. to 12 p.m.	Free time or participation in resocialization activities (work, study, social programme)
12 to 12.45 p.m.	Lunch*
12.45 to 6 p.m.	Free time or participation in resocialization activities (work, study, social programme)
6 to 6.30 p.m	Dinner*
6.30 to 7.50 p.m.	Free time
7.50 to 8.15 p.m.	Evening roll-call
8.15 to 9.30 p.m.	Free time
9.30 p.m. to 5.30 a.m.	Lights-out

\*Meal times for each floor are set out in a separate schedule

**Annex 2**

**Application for the storage of personal effects**

First Name : .....

Last Name : .....

Date of Birth : ..... Room: .....

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)

(Date)

(Signature of the prison servant)

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

.....  
(Signature)

(Date)

**Annex 3**

**Application for issue of articles of clothing**

**1. Personal data of the applicant**

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

**2. Placement in the prison**

Living ward and room

**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 the 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**

**Request for issue of toiletries (Amended on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)**

**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 room	
----------------------	--

**3. Content and justification of the application**

I would like to have the following toiletries:

.....  
.....

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

_____	_____ “ _____
-------	---------------

**5. Processing (to be completed by an official)**

The imprisoned person has had ..... euros available in their personal account

in the three months preceding the submission of the application.

Decision: issue / do not issue

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

Reason for refusal

.....  
.....

**6. I have read the refusal**

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

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

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

**Annex 5**

**Request by the imprisoned person to use an electrical device**

Pos	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, room number) (Signature) (Date)

Proceedings

**Decision: permit/refuse** (reason for refusal)

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

Upon receipt of the permit, the permit shall be valid until the prisoner is transferred from the Tallinn Prison to another prison, released from prison, or the permit for use is revoked.

Decided by: .....20...

(Name and position)

(Date)

(Signature)

In case of disagreement with the decision, an appeal may be filed within 30 days with the Tallinn Prison pursuant to the terms and conditions and procedure stipulated 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**

**Allow**

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

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

I am requesting to be issued the following items belonging to me from the prison warehouse  
(To whom, first and last name, date of birth):

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

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

Room 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 8

### Agreement to participate in a hobby group for art

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

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

### Rules

1. It is forbidden to bring any items to the hobby group for art.
2. All tools are available for use in the art classroom. 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 for art and I will engage in the activities specified by the teacher.
4. I undertake to keep the art classroom tidy after myself.
5. I know that the works created in the hobby group for art are the property of Tallinn 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 Tallinn 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) the value of a book donated to the prison library is €3.20; 2) the value of a new book is two times its purchase price;
- 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:

Room number:

Application

Signature and date of submission of the application:

**Annex 11** *(Repealed on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01.01.2025)*

**Annex 12** *(Repealed on 23 December 2024 with directive no. 1-1/24/101, entered into force on 01 January 2025)*

## Request for a short-term meeting

Täidab kokusaamise taotleja	Prisoners, fathers and surname	
	Date of birth	
	1. <b>Visitor</b> First, Father and Surname Date of birth, personal identification number and place of birth	
	2. <b>Visitor</b> First, Father and Surname Date of birth, personal identification number and place of birth	
	Address of residence	
	Contact details of the applicant (phone number; E-mail )	
	Identity document (No., issuer, date of issue )	
	Suggested date of meeting	
Reason for the meeting (to be filled in at a meeting with the arrested person )		
Relationship to detained persons (family member, partner, etc. )		





.....  
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 my whereabouts and call the telephone numbers specified in the prison leave order at the times specified in the order, to inform of my whereabouts and location, and to answer questions from prison service officers 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 (4<sup>1</sup>) of the Imprisonment Act).

..... 20.....

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

**Annex 15**

**Application**

Please issue from my personal account money in the amount of ..... euros.  
(Amount in numbers and words)

Explanation: .....  
.....  
.....

.....  
(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 16**

**Application**

I,..... ,  
*(First name, surname, father's name, date of birth of the imprisoned person)*  
refuse the food offered by Tallinn Prison. Reason for refusing food:

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

I am aware that I will once again be 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 17**

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 be 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)*




--	--	--	--	--

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 Tallinn Prison on the acceptance and approval of the application: .....

**Tickets**  
 (attached separately, in date order)

**Inspector-contact person's assessment of the prison leave that took place**

Tallinn Prison Date

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

<b>Acts performed during the prison leave and their results</b>
<b>What acts were not performed and for what reason?</b>

<b>Assessment of the imprisoned person of the prison leave that took place</b>	
<b>Assessment of the inspector-contact person of the prison leave that took place</b>	
<b>Prepared by</b>	

<b>Approved by</b>	
--------------------	--

**Annex 20**

**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 Tallinn Prison.

I am aware that my voluntary agreement to give samples is one of the prerequisites for my transfer to the open prison 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 Tallinn Prison will consider this as a reason to transfer me back to the closed prison.

.....  
.....  
(Signature)

(Date)

Annex 21

Tallinn Prison territory

(Amended on 07 May 2021 with directive no. 1-1/21/21, entered into force on 11 May 2021)



