Tartu Vangla

RULES OF PROCEDURE OF TARTU PRISON

Amended with Directive No. 1-1/24/51 of 01 October 2024
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TARTU 2024

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1. General provisions

1.1. The rules of procedure of Tartu Prison (hereinafter: rules of procedure) provide the conditions of serving and executing a term of imprisonment or custody pending trial on the territory of Tartu Prison. The rules of procedure specify the provisions of the Imprisonment Act (hereinafter the IA), the Regulation of the Minister of Justice No 72 of 30 November 2000 internal rules of the prison (hereinafter the IRP) and other legislation.

1.2. The rules of procedure are mandatory for all persons detained in Tartu Prison (prisoners, persons in custody, detained persons, persons detained for other reasons under the law), employees of Tartu Prison, and persons visiting the prison.

1.3. The term prisoner is used as a common term for any person in custody and a prisoner. The rules of procedure apply to both persons held in custody and imprisoned persons with the exceptions set out in the legislation.

1.4. Open ward refers to a ward in which the prisoner may freely move within the ward during the time prescribed in the daily schedule. (Amended by No. 1-1/24/51 of 01 October 2024, entered into force on 01 October 2024)

1.5. Closed ward refers to a ward in which the prisoners are closed into their residential cells at all times.

1.6. The prisoner is obliged to:

1.6.1. comply with the IA, IRP, rules of procedure and other legislation and to follow the lawful commands given by prison officers and officials;

1.6.2. stand up while greeting prison officials and other officials visiting the prison;

1.6.3. be polite to prison officials, other prisoners and persons visiting the prison;

1.6.4. comply with personal hygiene requirements, keep their clothing and bed linen clean, keep their residential cell (including WC) and the non-work rooms of the ward clean, make their bed after the morning wake-up;

1.6.5. wear the name tag issued by the prison during the headcount in the cell and outside the residential cell;

1.6.6. notify a prison service officer of finding a prohibited item or an item not belonging to them as soon as possible.

1.6.7. use the intercom on the wall of a cell or walking box (hereinafter the wall terminal) prudently and not disturb the work of prison officers or fellow prisoners with it (eg by listening to the radio loudly);

1.6.8. during stay in the punishment regime, take the bedding to the designated place in the morning and bring the bedding to the cell from the designated place in the evening.

1.7. The prisoner is prohibited from:

1.7.1. using sexually harassing, obscene, threatening, insulting or defaming expressions, gestures or jargon when communicating with other persons;

1.7.2. instigating, inducing, provoking or in other ways influencing a prison official or other prisoners to commit a violation of law;

1.7.3. shout or make unreasonable noise;

1.7.4. using physical and mental abuse towards other persons;

1.7.5. playing board games or other games with the aim of profiting;

1.7.6. writing or making marks on the constructional elements of the cell, on cupboards, books and other prison property. The prisoner is also prohibited from gluing, attaching or placing photos, reproductions, magazine cut-outs, covers, carpets, postcards etc on them in a way that inhibits supervision;

1.7.7. preparing and using any self-made additional shelves, stands or other such items;

1.7.8. bring furniture items into the cell that are not on the list of cell furnishings (the list of items belonging to the cell furnishings is stipulated in the IRP);

1.7.9. keeping in the cell furniture or furniture parts that have detached or been broken (detached or broken items are immediately given to a prison employee exercising supervision);

1.7.10. communicating with the prisoners of other wards while being in the ward, walking yard or walking box;

1.7.11. covering, smearing or opening lighting fittings and cameras;

1.7.12. keeping the items in the cell and the door of the WC in a position that impairs or hinders exercising supervision;
1.7.13. keeping hands in pockets in the presence of a prison official;
1.7.14. placing inside the lavatory or flushing substances or items if it is not incidental to the purposeful use of the lavatory;
1.7.15. washing themselves elsewhere than in the shower or their residential cell;
1.7.16. tattooing themselves or others, having themselves tattooed;
1.7.17. obtaining, making, using, keeping or passing on items, the ownership of which is prohibited in prison;
1.7.18. changing or altering prison clothing without authorisation.
1.7.19. be in a cell that is not designated for them or change their sleeping place unauthorised, unless permitted by a prison officer;
1.7.20. display images and symbols (photos, pictures, flags, coats of arms, symbols, etc) of war, interethnic conflict or regime representatives of aggressor countries on their body, clothing, living cell and other spaces (eg living ward, walking area, etc.);
1.7.21. attach or otherwise display pictures, reproductions, magazine clippings, etc., depicting the naked human body on walls, furnishing elements, or other surfaces, both inside and outside the living cell.

1.8. The director of Tartu Prison has the right to temporarily deviate from the rules of procedure in their orders.

1.9. Application forms have been given as annexes to this document and they are issued by the inspector-contact persons or by the guards exercising supervision.

1.10. If a prisoner causes property damage to the prison, the prison makes a proposal to the prisoner to compensate for the damage. If the prisoner is not willing to compensate for the damage caused, the prison can demand compensation through the court.

1.11. The general premises of Tartu Prison are covered by video and audio surveillance. Prison officers on the Tartu Prison territory may use body cameras (that are clearly distinct and visible) attached to their uniforms to video and audio monitor procedures while performing their service duties, including any legally required procedures (headcounts in cells, accompanying or relocating prisoners on prison grounds etc. except when conducting a full strip search on a prisoner). To facilitate legal administrative and judicial proceedings and safeguard the rights of the involved parties, the prison is authorised to record phone calls made using the terminals in the prisoner's cell and in the walking boxes.

1.12. Tablets are used in prison that prisoners can use for accessing e-files, submitting appeals via the prison portal (hereinafter VaPo), and ordering goods from the e-store.

1.13. Submission of written appeals to the prison and their resolution
1.13.1. The written appeal submitted to the prison must be written in legible handwriting, include the submitter’s first name and surname, building marking and cell number, the reasoned content of the inquiry, date and signature. An appeal not on a form must be submitted on a common paper format A4 (210 × 297 mm) or larger, but not smaller than A5 (148 × 210 mm).
1.13.2. The prisoner is also allowed to submit appeals electronically through the prisoner portal. An appeal submitted via VaPo is considered equal to the submission of a written appeal.
1.13.3. The prisoner has the right to submit appeals only in their own name. The appeal must be legible and clearly understandable.
1.13.4. Responses to appeals are made within the response period prescribed by law. If the applicable law does not stipulate a specific term for resolving the request, it will be resolved within 30 days.
1.13.5. Appeals will be registered in the prison’s document register.
1.13.6. The prisoner is entitled to submit inquiries in a closed envelope to the information and research department, to the internal control, and to the provider of healthcare services.

1.14. The price list for making copies for the prisoners is as follows:
1.14.1. A4 format single-sided – €0.19

1.14.2. A4 format double-sided – €0.29

1.14.3. A3 format single-sided – €0.29

1.14.4. A3 format double-sided – €0.38

2. Prison territory

2.1. The territory of Tartu Prison consists of the area located inside the outer perimeter, the buildings, and the car park. The prisoner transport vehicle is also considered as the territory of Tartu Prison.

2.2. The following buildings are located on the territory of Tartu Prison:

2.2.1. residential building marked “S”;

2.2.2. residential building marked “E”;

2.2.3. chapel marked “K”;

2.2.4. sports facility marked “SP”;

2.2.5. administrative building marked “A”;

2.2.6. maintenance building marked “H”;

2.2.7. open prison marked “AV”.

2.3. Smoking and the use of other tobacco products are prohibited on prison territory.

3. Reception and placement in the prison

3.1. Upon arrival at the prison, the prisoner is temporarily placed in a waiting cell, separate from their personal belongings, prior to the search. The prisoner is allowed to bring only essential items into the waiting cell upon request. The prisoner will be searched as soon as possible with full undressing.

3.2. Items permitted and prohibited in the prison are handled in accordance with the procedures established in the IA and the IRP.

3.3. When received in the prison for the first time, the prisoner will go through a health check.

3.4. If necessary, the prisoner and their belongings will be disinfected immediately.

3.5. Items issued to the prisoner who has been searched include a mattress, pillow, blanket, 2 sheets, a pillowcase, 1 hand towel, 1 bath towel, 2 bowls, a tin mug, plastic mug and spoon. The prisoner (except for the person in custody) is provided with prison clothing (4 T-shirts, 2 pairs of long trousers, 2 jackets, 2 pairs of shorts, a coat, a winter hat, a summer hat, gloves, and a scarf). The prisoner must keep the items issued by the prison in their cell, unless legislation provides otherwise.

3.6. The prison officer assigns and determines the prisoner’s placement within the prison, designating a cell, a bed, and a place for storing items.

4. Movement on prison territory

4.1. Prisoners move within the prison grounds on the basis of an escorting plan, an order from a duty officer of deputy duty officer. When several persons move around the prison grounds, prisoners are obliged to move in pairs in a column or according to the order of the prison official who performs the escorting. A prisoner is prohibited from leaving the ward, cell or other assigned place assigned to the prisoner without the permission of a prison official.

4.2. Outside their own residential cell, the prisoner (except the person in custody) is obliged to wear prison clothing and be correctly dressed. Personal clothing authorised by the prison may be worn under the prison clothing only if it cannot be seen (except for socks and gloves).

4.3. During escort, the prisoner is prohibited from speaking with unauthorised persons (except the escorting prison official), engaging in unrelated activities, throwing or picking up any items, looking through peepholes, open doors, or door hatches, deviating from the designated route, etc.

4.4. The prisoner is prohibited from crossing the red line before the barred door of the ward and the bordering chain of the walking yard without the permission of the prison officer, climbing or hanging on the grate of the yard or walking box, opening the locking devices of doors, pressing any buttons or switches outside their residential cell without a good reason.

4.5. The prisoner is prohibited from being in or entering rooms for which they have not received permission from a prison official.

4.6. While in the walking yard or walking box, the prisoner is not allowed to:

4.6.1. Covering the barriers or constructional elements of the walking yard or walking box with objects in a way that prevents exercising supervision;

4.6.2. pick up any items;

4.6.3. throw any objects on the ground or throw them out of their walking yard or walking box; 4.6.4. Communicating with prisoners that are outside of their walking yard or walking box.

4.7. If the prisoner commits an act during the walk that corresponds to a disciplinary offence, the prison officer may terminate the walk.

4.8. The prison officer has the right to search the prisoner when leaving and entering the living ward. For the search procedure, the prisoner is required to stand facing the wall and place their hands on the wall at the spot indicated by the prison officer. In cases of justified suspicion, a search involving undressing may be conducted on the prisoner.

4.9. When leaving the ward, the prisoner may only take items that have been previously coordinated with the prison and are necessary at the destination. Taking along other items is prohibited. If a prisoner commits an act during the escort that corresponds to a disciplinary offence, the prison official may terminate the escort.

4.10. It is permissible to take a walk outdoors only when wearing appropriate seasonal clothing. It is permissible to take along a wristwatch, a religious item worn around the neck, a rosary, a wedding ring, a handkerchief, one bottle of water, and, once a month, the prison blanket and pillow for beating it. At the end of the walk, it is forbidden to leave items taken on the walk in the walking box or the yard.

4.11. The prisoner is required to wear a name tag issued by the prison visibly and legibly around their neck outside the cell and during the headcount. It is prohibited to wear the name tag in any other manner.

4.11.1. The prison puts the following information on the prisoner's (excluding person in custody) name tag: the prisoner's first and last name, date of birth, photo, and tested proficiency level in the official language.

4.11.2. The prison puts the following information on the name tag of the person in custody: the person's first and last name, date of birth, and photo.

4.11.3. Name tags are not issued to other persons detained in the prison.

4.11.4. The prisoner is required to wear the name tag only with the lanyard issued by the prison. It is forbidden to change the length of the lanyard arbitrarily.

4.11.5. The name tag issued to the prisoner may, where justified, be given additional functions, eg to open doors of the premises that have electronic locks.

5. Schedule

5.1. The prisoner must follow the established schedule (Annex 1).

5.2. The prisoner staying in a ward is obliged to go to the cell assigned to them by the time of closing the cell doors provided in the schedule.

5.3. The shower room in the wards is used according to the schedule. The use of hairdressing services is organised by wards according to a schedule.

5.4. A prisoner who is in a punishment cell regime or subject to additional security measures is guaranteed the opportunity to use the shower once a week.

5.5. Television and electricity in the living cells are switched on at 6:00 AM and off at 10:00 PM. The head of the unit may extend the use of the radio, electricity, and TV.

5.6. At the discretion of and on the basis of the oral order of the head of the unit, the duration of free time provided for prisoners in open living ward may be extended, if this is necessary for work organisation or is expedient for the objectives of the execution of imprisonment.

5.7. The prison has the authority to temporarily adjust the daily schedule as needed. This may include interrupting a prisoner's sleep at night if it is necessary to address a situation that hinders supervision, to halt an activity that disrupts the night's rest, or for another significant reason. Prisoners will be notified of changes in advance if possible.

6. Headcount

6.1. The count is conducted in both closed and open units in the cells and, if necessary, at the inmates' workplaces. Notification of the count is given via the public address system together with the morning wake-up announcement at 06:00. (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

6.2. The morning count is generally conducted during the distribution of breakfast. As a rule, meals are distributed in the cells through the open cell door. For detained persons whose freedom of movement within the prison has been restricted, meals are distributed through the food hatch. During meal distribution, each detained person must approach the cell door or the open food hatch to receive their meal. During the count, inmates are required to wear prison clothing, except for detained persons who are not legally obliged to wear prison-issued clothing under applicable regulations. During the count, eating, reading, or engaging in any other activity that may interfere with the conduct of the count is prohibited. For the duration of the count, inmates must switch off all electrical devices in their cells or, where the device permits, set them to silent mode. (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

6.3. During the evening count, inmates are required to stand up when a prison officer enters the cell and to stand, properly dressed, next to their made bed or at another location as instructed by the prison officer. During the evening count, inmates must keep their hands at their sides and are prohibited from leaning against the wall or bed, speaking without the permission of a prison officer, or otherwise obstructing the conduct of the count. Inmates are required to wear prison clothing during the count, except for detained persons who are not legally obliged to wear prison-issued clothing under applicable regulations. During the count, eating, reading, or engaging in any other activity that may interfere with the conduct of the count is prohibited. For the duration of the count, inmates must switch off all electrical devices in their cells or, where the device permits, set them to silent mode. (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

6.4. Upon the order of the official conducting the headcount, the prisoner is obliged to clearly state their first name and surname.

6.5. The prisoner who is at a long-term meeting during the headcount will not be checked separately. The presence of the prisoner at a long-term meeting will be checked during mealtime.

7. Prohibited items

7.1. In addition to the items and substances provided in § 64^1 of the IRP, I prohibit for the prisoners in Tartu Prison the following items in compliance with subsection 2 of § 15 of the IA:

7.1.1. food items, plant products, liquid, powdered, solid and other types of substances that have been procured without the mediation of the prison (except when dealing with persons arriving from a detention house).

7.1.2. cord, cable, lanyard, and other similar items or items having these elements, except for the following items issued by the prison service or on the permission of the prison service:

7.1.2.1. shoe laces that are purposefully used,

7.1.2.2. lanyard for wearing a name tag;

7.1.2.3. strap for wearing religious insignia,
7.1.2.4. wires or cables required for using electrical devices that are up to two meters long and have been procured via the prison or were with the person upon their arrival in prison,
7.1.2.5. clothing with rubber bands,
7.1.2.6. band inside the clothing of the person in custody used for the intended purpose,
7.1.2.7. strings intended for use with sleep masks;

7.1.3. ceramic, glass or metal object or an object including these elements, except for the following items:
7.1.3.1. wristwatch procured via the prison,
7.1.3.2. two nail clippers of up to 8 cm in length without a nail file;
7.1.3.3. a compact mirror whose diameter or diagonal, including the casing, is up to 10 cm;
7.1.3.4. electric device issued under a permission,
7.1.3.5. shaver without batteries,
7.1.3.6. other items issued via the prison service or permitted items,
7.1.3.7. shaving cream tube that is not empty
7.1.3.8. 1 pc. of tweezers for female prisoners;

7.1.4. self-made items;
7.1.5. chewing gum;
7.1.6. foodstuffs that have become inedible;
7.1.7. precursors of narcotic, psychotropic or other drugs, a mixture or natural produce including such a substance and an item or substance impregnated with a narcotic or psychotropic substance;
7.1.8. liquids mixed from different substances, the composition of which cannot be clearly identified;
7.1.9. medicines, herbs, food supplements, vitamins, energy drinks and energy pouches, sports drinks and substances intended for their preparation, except food supplements and vitamins prescribed by the provider of healthcare services and issued by the prison or purchased through the prison shop;
7.1.10. medical or physiotherapeutic aids, mobility aids, medical equipment, medical instruments, medical devices, unless issued by the provider of healthcare services or indicated and permitted by an the prison;
7.1.11. aroma-releasing substances and objects (including a perfumed letter), except for hygiene items and cleaning products purchased through or issued by the prison;
7.1.12. toilet paper, napkins, cotton pads, cotton swabs, tampons, sanitary pads, cleaning cloth, sponge, etc., except for items acquired through the prison or brought to the prison, except for a special cloth for cleaning glasses up to 10 × 10 cm in size if glasses are worn;
7.1.13. condoms, except those issued by the prison;
7.1.14. tobacco products for smoking (cigarettes, cigars, cigarillos, and smoking tobacco), smokeless tobacco products (chewing tobacco, snuff, tobacco for oral use), smoking articles, products related to tobacco products (tobacco-free nicotine pads, electronic cigarettes);
7.1.15. substance, device or item used for making tattoos;
7.1.16. electrical toothbrush, battery-operated razor, hair cutting machine and other such devices which can easily be adapted into a tattoo machine, except an epilator or electric shaver,

7.1.17. art and office supplies, writing and drawing supplies, except for:
7.1.17.1. items issued by the prison for social rehabilitation activities (after the activity, the given items may remain in the prisoner's cell);
7.1.17.2. 1 ruler,
7.1.17.3. notebooks,
7.1.17.4. a working, demountable, transparent ballpoint pen in blue without a metal mechanism (eg spring, metal clip), coloured pencils and a pencil without an eraser, which were purchased through the mediation of the prison shop, carried by the prisoner upon arrival to serve their sentence or sent to the person in custody (the total number of writing instruments may be 50 pcs).
7.1.17.5. 1 pencil sharpener,
7.1.17.6. 1 eraser,
7.1.17.7. plastic paperclips;
7.1.17.8. writing or drawing paper/pad;

7.1.18. office equipment, except for an autonomically powered pocket calculator issued by the prison, procured via the prison or brought along upon arrival in the prison;

7.1.19. filing binder and covers, except for document folders with soft covers that do not include any metal parts, rubbers or strings;
7.1.20. Photo and stamp albums, photo frames;
7.1.21. periodicals and their clippings, crossword books, catalogues and other such items which have not been procured via the prison or issued by the prison, except for periodicals sent to the person in custody by parcel. To the prisoner who is a citizen of a foreign state, daily newspapers and magazines in their mother tongue can be sent by mail in reasonable quantities if the prison does not guarantee to the prisoner newspapers or magazines in their mother tongue;
7.1.22. musical (greeting) card, 3D card;
7.1.23. items, the intended use of which requires the covering of surfaces, building elements, etc;
7.1.24. toy, games, except dominos, checkers, chess or nard, which have been procured via the prison or brought along upon arrival in the prison;
7.1.25. electrical devices, with a power output of more than 1.2 kW which have not been procured via the prison or were not with the person upon arrival in the prison;
7.1.26. a TV-set with a diagonal of more than 61 cm (24“);
7.1.27. power source, except for a battery, which is not empty and is procured via the prison; its shell has no marks of damage or burn; the prisoner has a device for its use;
7.1.28. an electric or electronic device that is not working, has been independently repaired, has signs of reconstruction or damage, such a part of the device, or a device, a part of which has been removed;
7.1.29. signal or propagation transmitter or receiver and their supplies, except a TV-set issued on the permission of the prison service, procured via the prison or brought along upon arrival in the prison;
7.1.30. computer or some other device, which enables reaching or which when modified enables reaching an Internet connection;
7.1.31. data carrier and its reader, except for paper;
7.1.32. digital or electronic game and game console;
7.1.33. scale;
7.1.34. coat hanger;
7.1.35. women’s clothes for male prisoners;
7.1.36. a hat with a protruding part (eg cap, etc.);
7.1.37. footwear with heels over 3 cm high, metal reinforcements, and platform soles (3 cm) or otherwise dangerous footwear, as well as special purpose footwear, except footwear issued or permitted by the prison for the performance of work duties;

7.1.38. carrier bag, (shopping) plastic bag, suitcase, box, pencil box, cosmetics bag, crate, pitcher, spray bottle, plastic tray, weaved tray or other such storage item, except the following:
7.1.38.1. water filter pitcher acquired via the prison;
7.1.38.2. 10 paper bags for the personal use of the prisoner
7.1.38.3. up to 3 transparent plastic storage boxes (the capacity of one box can be up to 1 litre);
7.1.38.4. plastic soap box, toothbrush box and wash basin or wash bucket of no more than 12 litres in size, 1 of each item;
7.1.38.5. glasses case with a cleaning cloth if the prisoner has glasses in the cell and a denture box if the prisoner has dentures in the cell;
7.1.38.6. a box acquired via the prison immediately before the package is sent;
7.1.38.7. packaging of food purchased via the prison until the original product is consumed;

7.1.39. umbrella;
7.1.40. sunglasses;
7.1.41. eye patches (except when purchased through the prison).
7.1.42. earplugs and earphones;
7.1.43. more than one set of rosary;
7.1.44. gun model or imitation;
7.1.45. personal items of a similar purpose provided by the prison, including a thermos mug and forks and knives, excluding disposable plastic knives, forks, and spoons acquired through the prison;
7.1.46. clothing and shoes which have not been issued by the prison or purchased from the prison store or brought along upon arrival in the prison, except items that arrived in a package;
7.1.47. ventilator;
7.1.48. bottle caps that are not on packages with original content;

7.1.49. clothing, shoes or other items which have been adapted to hide items;
7.1.50. clothes brush, grater, lemon squeezer, whisk and sieve, except for a plastic tea sieve with a diameter of up to 10 cm;
7.1.51. cotton wool, except for cotton pads procured via the prison or having been brought to the prison upon arrival;
7.1.52. Printed publications, copies, manuscripts etc containing descriptions of tactics and methodologies of ensuring supervision and security in prison, assessing criminogenic risks or handling extraordinary occurrences;
7.1.53. souvenir banknotes and other printed matter imitating real banknotes;
7.1.54. other items not mentioned in this clause (7.1), the proper search of which is time-consuming, may result in the items losing their hygienic properties, or break the items easily, as well as items which are not necessary in the prison or can be replaced with other permitted items;

8. Personal items and keeping them

8.1. The prisoner has the right to keep their personal items in their cell or in the storage of prisoners' personal items (hereinafter 'storage'). In the cell, the prisoner is allowed to keep only the items that are used there. Collecting any items in the cell that are not used by the prisoner any longer, such as empty foodstuff containers, paper or foil wrappers, used stamps etc is prohibited.

8.2. In order to issue items from or place items in the storage, the prisoner must submit a request to the prison.

8.3. The prisoner must submit a request to the prison to release or send personal belongings.

8.4. When a prisoner is placed in a punishment cell, their personal belongings are stored in a designated location.

8.5. The prisoner is prohibited from:
8.5.1. throwing things away without informing the prison. In order to throw away personal items and write them off the common list, the prisoner is obliged to submit an application to the prison, and together with the application submit also the items to be written off (except for underwear and socks);
8.5.2. selling, sending, or giving into the use of others items in their personal use, also from procuring, borrowing, or taking for temporary use items allowed for the personal use of others or items without an owner (except upon the cell mate's permission to watch their television or to use their water kettle or spiral water heater);
8.5.3. upon arrival from the house of detention, having items that they did not have when leaving the prison and which they have not procured pursuant to the procedure of procuring items valid at the house of detention;
8.5.4. taking personal items to the cells of other prisoners or keeping them elsewhere outside the residential cell (except for foodstuffs requiring refrigeration in the fridge);
8.5.5. bringing things for common use in the living ward into their living cell;
8.5.6. using additional heating devices;
8.5.7. throwing or placing substances or items out of the window;
8.5.8. owning more foodstuffs than can be purchased in two store orders;
8.5.9. keeping used drink containers, except with the permission of the prison, one plastic bottle for taking water along for a walk or athletic activities;
8.5.10. upon being transferred from Tartu Prison to another prison or the police house of detention or upon being transferred to another cell or upon release, leaving items belonging to them and having been issued to them in the ward, cell or into the use of some other person. the prisoner is obliged to take along all items that belong to them and have been issued to them;
8.5.11. fermenting or souring foodstuffs.

8.6. Clothes, toiletries and other items allowed in the cell:
8.6.1. A prisoner (except person in custody) may keep the following quantities of personal clothing items in their cell:
8.6.1.1. shoes – 5 pairs (except for football shoes and shoes with sharp or high heels);
8.6.1.2. socks – in reasonable quantities;
8.6.1.3. underwear – in reasonable quantities;
8.6.1.4. gloves - 1 pair
8.6.1.5. thermal underwear – 2 sets; Thermal underwear is worn hidden under the prison clothing. Thermal underwear is defined as a form-fitting long-sleeved shirt or long trousers without

zippers, drawstrings, buttons, images, advertisements or other additional elements, intended to be worn only as underwear;

8.6.1.6. bras for a female prisoner – in reasonable quantities;
8.6.1.7. thermal tights for a female prisoner – 2 pairs;
8.6.1.8. nightwear for a female prisoner (pyjamas or a nightgown) – 2 pcs;
8.6.1.9. hair scrunchies– 3 pcs
8.6.1.10. headband for a female prisoner, plastic – 1 pc.

8.6.2. As an exception, prisoners placed in a punishment cell are allowed to keep the following personal clothing items in the punishment cell:

8.6.2.1. underwear 2 pairs;
8.6.2.2. bra for a female prisoner 2 pcs
8.6.2.3. socks 2 pairs;
8.6.2.4. shoes 2 pairs;

8.6.3. The person in custody is allowed to keep personal clothing in the cell in the following quantities:

8.6.3.1. underwear – in reasonable quantities;
8.6.3.2. socks – in reasonable quantities;
8.6.3.3. coat or leather/denim jacket (without metal or stud decorations) – 1 pc.;
8.6.3.4. gloves – 2 pairs
8.6.3.5. scarf – 1 pc.;
8.6.3.6. long underwear – 2 sets
8.6.3.7. T-shirt - 4 pcs (including a sleeveless T-shirt, except for a singlet);
8.6.3.8. button-front shirt or a long-sleeved shirt – 2 pcs;
8.6.3.9. shoes – 5 pairs (selected by the person in custody, except for football shoes and shoes with sharp or high heels);
8.6.3.10. shorts – 2 pairs;
8.6.3.11. long sportswear (sweatpants and sweatshirt) – 2 sets;
8.6.3.12. long trousers – 2 pairs;
8.6.3.13. hat – 1 pc.;
8.6.3.14. pullover or fleece jacket or polo or sweater – 2 pc;
8.6.3.15. vest (without metal embellishments) – 1 pc.;
8.6.3.16. bras for a female person in custody – in a reasonable amount;
8.6.3.17. thermal tights for a female person in custody – 1 pair;
8.6.3.18. nightwear for a female person in custody (pyjamas or a nightgown) – 2 pcs;
8.6.3.19. hair scrunchies– 3 pcs
8.6.3.20. headband for a female person in custody, plastic – 1 pc.

8.6.4. The prisoner has the right to keep the following toiletries, cosmetics, and cleaning products in the cell:

8.6.4.1. shampoo – 2 bottles;
8.6.4.2. conditioner – 2 bottles;
8.6.4.3. shower gel – 2 bottles;
8.6.4.4. soap – 4 pcs.;
8.6.4.5. toilet paper – 10 rolls;
8.6.4.6. toothpaste – 2 tubes;
8.6.4.7. cream – 2 pcs.;
8.6.4.8. stick deodorant (alcohol-free) – 2 pcs;
8.6.4.9. shaving cream or shaving foam in a can – 2 pcs;
8.6.4.10. shaving brush – 1 pc.;
8.6.4.11. dishwashing liquid – 1 bottle;
8.6.4.12. washing powder – 1 package;
8.6.4.13. lip balm 1 pc.;
8.6.4.14. sanitary towels and/or tampons for a female prisoner – 2 packages;
8.6.4.15. pantyliners for a female prisoner – 1 package;
8.6.4.16. hair dye for a female prisoner – 2 packages;
8.6.4.17. mascara for a female prisoner – 1 pc.;
8.6.4.18. prosthetic adhesive (when using prosthetics) – 2 tubes;

8.6.4.19. lens fluid (for use with contact lenses in the cell with permission from the healthcare worker) –2 bottles
8.6.4.20. toothbrush – 2 pcs;
8.6.4.21. disposable razor – 7 pcs;
8.6.4.22. razor with replaceable blades – 1 pc., and replacement razor blades – 8 pcs.

8.6.5. The storage does not store the shoes of the prisoners unless these exceed the amount allowed in the cell, socks, underwear, toiletries, body care and cleaning supplies, foodstuffs or solids (including tea and coffee), medicine, fire-setting devices, also packages without items intended to store them, such as TV/radio boxes and other waste.

8.6.6. Prisoners and persons in custody have the right to keep the following religious items in the cell at the same time:
8.6.6.1. cross necklace – 1 pc.;
8.6.6.2. medallion – 1 pc.;
8.6.6.3. icon – 3 pcs.;
8.6.6.4. crucifix – 1 pc.;
8.6.6.5. statue of a saint – 1 pc.;
8.6.6.6. prayer rug – 1 pc.;
8.6.6.7. prayer beads – 1 pc.

8.7. Special conditions for applying for and using an electrical device (applying, using an electrical device and calculating electrical power costs)
8.7.1. The prisoner is entitled to use personal electrical devices that are factory-produced, have not been changed or altered, are in working order, equipped with the prison's security stickers and comply with the standards for electrical devices in the Republic of Estonia. Having in the cell devices that have a repaired or broken chord is prohibited.
8.7.2. Tartu Prison is not liable for damages to electrical devices that have been caused by power outages, voltage fluctuations or technical failures of electrical devices, except for damages which have been caused by the prison's unlawful actions.
8.7.3. The prisoner must use the electrical devices given to them pursuant to the user manual provided with the electrical utility device and in concordance with the rules of procedure and other legislation, without disturbing other prisoners, the performance of duties of the prison officers and the everyday organisation of the work of the prison.
8.7.4. It is forbidden for a prisoner to repair or rebuild electrical equipment themselves. The prisoner is obliged to surrender the device from their cell upon its breakage or, in case of electrical devices equipped with a security sticker, the security sticker becoming unfit for use. Electrical equipment that has been damaged, altered, security stickers damaged, rebuilt or become dangerous from operation, is subject to removal and storage. Electrical equipment and accessories that have been physically broken or have become dangerous during handling must not be placed in storage and must be destroyed.
8.7.5. The prisoner is prohibited from leaving an electrical device on when leaving the cell.
8.7.6. If a violation is discovered in the course of using the electrical device or if the prisoner has not paid for the costs related to using the electrical device, the prison officer is entitled to immediately confiscate the electrical device from the prisoner. The inspector-contact person decides on declaring the prisoner's right of using an electrical device invalid and placing the electrical device in the storage.
8.7.7. In order to get an electrical device to the cell, the prisoner must submit an application (Annex 6) to the prison in which they will note the name, brand, location as at the time of applying and the capacity of the electrical device.
8.7.8. When giving permission to use an electrical device, the existence of necessary funds on the personal account of the prisoner will also be checked. If there is not enough money to use the electrical device, the permission will not be given.
8.7.9. When using an electrical device, the prisoner will bear the costs of using the electrical device pursuant to the procedure enacted in the IRP. Upon receiving the electrical device from the storage, the costs for using the electrical device for the current month will be deducted in advance from the prisoner's account. Costs will also be deducted for the following month in advance if the electrical device is issued on the 15th date or after the 15th date. If the resources on the prisoner's free-use account are not sufficient on the 15th date, the electrical device will be placed in the storage by the 1st day of the next month. If the 1st day of the

following month falls on the weekend or a national holiday, the electrical device will be placed in the storage on the working day following the weekend or national holiday.

8.7.10. If money is received on the prisoner's free-use account after the 15th date and the prisoner wishes to use the electrical device during the following month and to pay for it, they will submit a reasoned application to the administrative department of Tartu Prison (hereinafter administrative department) for deducting the electrical energy costs for the following month.

8.7.11. The prisoner, who is temporarily away from their cell (at the provider of healthcare services, school, work, etc), will not be exempted from the monthly obligation of paying for the use of the electrical device.

8.7.12. When the prisoner is temporarily away from the prison (short-term prison leave, being in another custodial institution, etc) calculation of the costs of the electrical devices will be based on the provisions of the IRP. In order to settle accounts, the prisoner must submit an application to the prison, in which they will also include their consent for the deduction of additional costs related to settling accounts from their personal account. The application will be submitted within no later than one month as of short-term prison leave.

8.8. Repairs of an electrical device

8.8.1. It will only be possible to send an electrical device to be repaired if the prison has a cooperation contract with a provider of this service.

8.8.2. In order to send an electrical device to be repaired, the prisoner must submit a written application to the prison.

8.8.3. The application must specify the name and brand of the device, the age of the device, a description of the error that is as detailed as possible and a consent to reserve and deduct from the prisoner's account the sum necessary for identifying the fault. The service provider's price list for identifying the fault is available from the Inspector-Contact Person.

8.8.4. The application will be returned if the prisoner does not have sufficient funds to have the fault identified.

8.8.5. Devices requiring repairs will be gathered to the storage room for the personal items of prisoners.

8.8.6. After the service provider has identified the fault, the prison will inform the prisoner in five days as of receiving the calculation about the possibility of repairs and the calculation for the repairs issued by the service provider. The prison will take on the application form the consent or refusal of the prisoner to pay for the repairs pursuant to the calculation.

8.8.7. The sum paid to identify the fault will not be returned if the prisoner has decided not to have the device repaired.

8.8.8. After the device has been repaired, the service provider will submit an invoice with the cost of the performed repairs to the prisoner via the prison in a format which can be reproduced in writing.

8.8.9. After being repaired, the device will be placed in the storage room for the personal items of the prisoners.

8.8.10. In order to get the repaired device from the storage and transfer it to the cell, the prisoner will submit an application to the prison.

8.8.11. Complaints regarding the performed repairs will be submitted directly to the service provider, Tartu Prison does not mediate complaints regarding repairs.

9. Provision of food for prisoners

9.1. Meals for prisoners are provided based on Regulation No. 150 of the Minister of Social Affairs of 31 December 2002 'Food norms in detention facilities'.

9.2. The prisoner submits a written request (Annex 3) to the prison director to abstain from food. To end the abstention from food, the prisoner submits a request (Annex 4) to the prison director, and prison meals will be made available to them again starting from the meal following the submission of the request.

9.3. The provider of healthcare services will determine the need for additional meals. Special alimentation due to medical reasons is decided by the provider of healthcare services. To receive food that does not include meat/pork due to religious reasons or personal convictions, the prisoner must submit a request to the prison. If the prisoner is requesting meat-free or pork-free food due to religious reasons, the request will be processed by the prison chaplain. If the prisoner is requesting meat-free food due to personal convictions, their written request will be processed by their inspector-

contact person. If the prisoner has purchased meat products from the commissary while being provided with a meat/pork-free diet, the prison will stop supplying them with meat/pork-free meals.

9.4. Upon the prisoner temporarily leaving the prison (is brought back to the prison on the same day), a rations package will be issued to them. In case of a justified need, the prison can replace regular food with a pack of dry food.

9.5. Prisoners sent to another prison or house of detention will be alimented by the receiving institution if the prisoner leaves the prison before the scheduled mealtime.

9.6. Prisoners are prohibited from giving food issued to them by the prison to another prisoner.

9.7. As a rule, prisoners will be alimented in residential cells.

9.8. Food is distributed by the prisoner employed as an assistant worker under the supervision of a prison officer. Leftover food will be taken back to the canteen by the prisoner employed as an assistant worker.

9.9. The prisoner's food utensils are in the cell (2 bowls, 2 mugs and a spoon). To receive food the prisoner must place them on the door hatch of the cell; the main dish will be put into one bowl. The prisoner is obliged to receive the food personally.

9.10. Food will be placed only into the dishes issued to the prisoners by the prison. Taking the prison's dishes out of the ward is prohibited. It is also forbidden to take food out of the ward.

9.11. The prisoner washes the dishes. The prison officer has the right to prohibit the provision of food in dishes that do not meet hygiene requirements.

9.12. Eating and drinking outside of the cell, unless it is due to the work order of the prison, is prohibited.

9.13. Lunchtime alimentation of prisoners working in the prison industry section and the prison workshop will take place at the workplace. A prisoner who distributes food eats in their living cell after finishing work. The food distributor who distributes food in the prison industry section, the workshop, and the laundry eats at the workplace.

9.14. Upon complaints regarding the quality of food, the prisoner is obliged to immediately notify a prison officer. Complaints submitted later will not be satisfied as they cannot be verified.

10. Waste management

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

10.2. The prisoner is obliged to hand over unusable and disposable batteries in their possession to the prison officer.

10.3. Electrical devices or parts of them and other items on the list of personal belongings in the prisoner's possession that they wish to throw away shall be given by the prisoner to a prison officer along with a written notification.

11. Everyday matters

11.1. Solving everyday matters inside the prison

11.1.1. On working days, prisoners address the prison officer verbally with everyday questions. The officer ascertains the nature of the problem and, if necessary, forwards the problem electronically to another structural unit.

11.1.2. If the prisoner is placed in a closed cell or in other situations where the urgent intervention of a prison officer is necessary to resolve the incident, the imprisoned person can notify the prison of the emergency via the terminal on the wall of the cell or walking box.

11.2. Maintenance of linen, clothes and shoes

11.2.1. The prison ensures that the bed linen, hand towel and bath towel issued to the prisoner by the prison are usually changed in every fourteen days. If the prisoner cannot be present in their cell during the linen change, they will place folded dirty bed linen on the foot of the bed in a visible place. In justified cases, the prisoner will be entitled to apply for the replacement of the pillow, blanket, bed linen or mattress.

11.2.2. Washing and repairing the bed linen, hand towel and bath towel, prison clothing and work clothing of the prisoner (except the persons in custody) issued by the prison is free.

11.2.3. At a time, up to 50% of the clothing issued by the prison, ie 2 T-shirts, one pair of shorts, one uniform jacket, one pair of uniform trousers and a knitted hat may be given for washing. The coat, blanket and mattress cover will be washed as needed, but not more often than once in six months. At the psychiatric department, clothes are washed according to need. The need is assessed by the staff of Viljandi Hospital's Tartu Medical Centre (hereinafter the provider of healthcare services).

11.2.4. The prisoner will bear the costs of purchasing supplies for washing personal clothes. Washing supplies can be bought from the prison’s e-store.

11.2.5. The prisoner must ensure the cleanliness of their personal clothing. The prisoner may give their personal clothes for washing to the prison’s laundry by paying for the washing services pursuant to the established price list. The personal clothes of a person undergoing treatment or expertise at the psychiatric department may be washed upon the proposal of the staff of the provider of healthcare services at the prison’s expense.

11.2.6. For washing personal clothes at the laundry and repairing personal clothes, the prisoner must submit a written application, noting on it the quantity of the clothes and the consent for deducting the cost of washing or repairing them from the prisoner’s personal account.

11.2.7. The prisoner and the person who will order the service will pay for marking, washing and repairing the laundry pursuant to the following price list:

11.2.7.1. Washing, drying and ironing laundry:

11.2.7.1.1	dry laundry up to 6 kg	– 3.80 EUR
11.2.7.1.2	dry laundry from 6 to 16 kg	– 7.60 EUR;
11.2.7.1.3	ironing clothes	– 0.20 EUR

11.2.7.2. Sewing:

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

11.2.8. Underwear, socks, items made of leather and fur, and outerwear will not be accepted for washing. Outerwear may be washed under extraordinary circumstances if the prisoner confirms with their signature on the application that they are aware of the possible consequences of washing the item (decrease in measurements, changes in colour, creases in the material). A person undergoing treatment at the psychiatric department is allowed to wash their underwear and socks upon the proposal of the staff of the provider of healthcare services.

11.2.9. In order for clothes to be washed at the laundry of the prison, and for clothes and shoes to be mended, the prisoner will write an application, which the prison officer will forward to the administrative department along with the information regarding the balance of the prisoner’s personal account. The application must include the name of the applicant, their cell number and a description of the requested service.

11.2.10. For the repair of personal footwear, the prisoner must submit an application, noting on it their name, cell number, sector, describe the footwear given for repair, and point out the reason for the repair. If the prisoner requires replacement footwear from the prison for the ones given for repair, it has to be clearly marked in the application. The prisoner must give an explicit consent in the application for deducting the cost of repairing the footwear from the prisoner’s internal personal account. The application form is added (Annex 13).

11.2.11. The cost of repairing a prisoner's personal footwear is 1 euro. Prisoners with an average balance of spare funds less than 9.59 euros in their internal personal account in the three calendar months preceding the request, taking into account the initial balance of the period, do not have to pay for the repair of shoes.

11.2.12. The guarantee does not extend to the repair works of footwear.

11.3. Applying for hygiene products

11.3.1. Prisoners who do not have hygiene products or the means to purchase them may submit an application to receive the products if the amount of money for free use in their personal account in the three months preceding the application is less than 15 euros, taking into account the opening and closing balance of the period. The amount of money does not change for a shorter stay in prison.

11.4. Clothes and shoes

11.4.1. Upon need, the prisoner may apply to the prison for clothing and shoes, which are allowed to them in the prison, by submitting an application to the prison. When processing the application, the financial means available on the internal personal account of the prisoner and the justification (need) for receiving the clothing and shoes applied for will be taken into consideration.

11.4.2. Only the essential minimum is issued to the prisoner and that is up to 2 pairs of socks, up to 2 pairs of underwear and up to 2 pairs of shoes – one pair of outdoor shoes and one pair of indoor shoes. If the prisoner has a pair of indoor shoes or a pair of outdoor shoes, another pair of the same type of shoes will not be issued to them.

11.4.3. As a rule, clothing and shoes will not be issued if the average balance of free funds in three months is higher than the cost of the item requested in the application. Calculations for a prisoner who has been in prison for less than three months is based on the average balance of free funds of one month, whereas a period of less than 30 days will be equalised with one full month.

11.5. Disinfecting infectious items

11.5.1. An infectious prisoner must place all the items to be disinfected into a prescribed bag.

11.5.2. The prison official will write down the list of the items according to the relevant legal instrument (Annex 7).

11.5.3. The prison official will explain the risks of disinfecting, the prisoner must sign the confirmation that disinfecting process has been explained to them.

11.5.4. The prison will register the legal instrument and will transfer it to the administrative department for filling, the original legal instrument of the taken things will remain with the unit.

11.5.5. After the items have been returned from disinfecting, the clothing will be washed and ironed in the prison's laundry room, after which the administrative department specialist will return the items to the prisoner's home unit.

11.6. The prison official will return the items to the prisoner in exchange for a signature; if the prisoner has any complaints, they must submit them immediately.

11.6.1. The prison allows the prisoner to use several services, including laundry, repairing of clothing, copying, the use of a long-term visitation room, the use of permitted electrical devices, for which the prisoner must pay from their personal account.

11.6.2. The administrative department will reserve the money on the internal personal account of the prisoner immediately in accordance with the application submitted by the prisoner.

11.6.3. The sum reserved for services will be deducted from the internal personal account of the prisoner on the last working day of each month. The prisoner must make sure that the amount necessary for paying for the service is available on the account.

11.7. Money transfers

11.7.1. The prisoner can make bank transfers (pay state fees, make bank transfers to relatives etc) via the prison.

11.7.2. State fees will be paid from the internal personal account of the prisoner as soon as possible after the administrative department has received a properly filled in application from the prisoner.

11.7.3. Pursuant to § 54 of the IRP, a properly filled in application must include all requisites necessary for making a transfer: name of the receiver, bank account number of the receiver, a reference number (if required), the transferred sum in numbers and words, payment details (if required), date and signature.

12. Visits and phone calls of the prisoner

12.1. Short-term visit

12.1.1. Short-term visits have to be registered by the visitor by phone (tel. 750 0839) or electronically (email: kokkusaamine.tartuv@just.ee)) or on the basis of an application written by the prisoner (Annex 14) at least eight working days prior to the requested visit. The following month's visits are registered from the 20th day of the month. Registration by phone takes place at the following times:

12.1.1.1. Tuesday 08.30 AM – 11.30 AM;

12.1.1.2. Wednesday 02.00 PM – 04.00 PM;

12.1.1.3. Thursday 08.30 AM – 11.30 AM;

12.1.2. Usually, the times for the short-term visits of prisoners are the following: 12.1.2.1. Tuesdays, Thursdays, and Saturdays at 09.30 AM – 11.30 AM;

12.1.2.2. Wednesdays and Fridays at 02.00 PM – 04.00 PM.

12.1.3. Upon arrival, the person visiting must fill in an application form for a short-term visit at least 40 minutes before the beginning of the time designated for the visit. A personal identification document must also be submitted to the prison officer.

12.1.4. For the identification of a child under the age of 8, the parent must submit the child's birth certificate, a child aged between 8 and 15 must have a personal identification document with a photo (passport, student ID, ID card etc) and a child over 15 must have a personal identification document which corresponds to the documents listed in the Personal Identification Documents Act (eg ID card, passport etc).

12.1.5. The visitor places any items not permitted for the prisoner into storage at the prison for the duration of the meeting.

12.1.6. During short-term visits not separated by glass, it is prohibited to touch intimate parts, sit on a lap (except a minor sitting on the lap of their parent), engage in sexual intercourse or otherwise satisfy sexual desires or perform any other action that contradicts the generally accepted moral standards of society. Upon violation of the rule, the visit may be terminated by a prison officer.

12.2. If there is a secure technical capability, the prison may allow a short-term meeting via telecommunications with a loved one, a defence attorney, a lawyer representative, a clergy member, a notary, a consular employee of their country, an employee of a local government, or another person approved by the prison who ensures the purpose of the imprisonment's execution. Their necessary personal data must be submitted to the prison. Additionally, a request to meet via telecommunications must be submitted in the electronic environment. The prerequisite for the meeting is the confirmation submitted by a person outside the prison to allow the meeting.

12.2.1. In case of secure technical capability, the prison shall allow short-term meetings via a television bridge (hereinafter video meeting) at least once a month for a duration of at least one hour. Video meetings shall be provided in accordance with the organisation of the unit, except for the time reserved for catering.

12.2.2. Only a detainee can apply for a video meeting. The application must be submitted electronically via the Prisoner's Portal (VaPo) at least 10 working days before the appointment indicated in the application.

12.2.3. During the video meeting, the prisoner is staying in the room provided by the prison officer.

12.2.4. A prerequisite for a video meeting is a confirmation submitted by a person outside the prison to allow the meeting.

12.2.5. When making a video meeting, the following rules must be adhered to:

12.2.5.1. It shall be prohibited for a prisoner to commence and terminate a video meeting in any place other than a room designated for a video meeting.

12.2.5.2. At the request of a prison officer, the conscripts shall show an identity document.

12.2.5.3. All persons attending the meeting must be in the field of vision of the camera. Persons with whom the prisoner has not requested a meeting or coordinated with the prison shall not be in the field of vision or range of hearing of the camera.

12.2.6. During the video meeting, it is prohibited to:

12.2.6.1. record, photograph and forward the meeting to third parties;

12.2.6.2. to transmit content or media that is not in accordance with the purposes of execution of imprisonment;
12.2.6.3. exhibit intimate areas and perform other activities that are contrary to the moral norms generally accepted in society;
12.2.6.4. consume alcohol, narcotic drugs and psychotropic substances and be intoxicated during the visit.
12.2.7. In the event of a violation of the rules, the prison officer has the right to terminate the video meeting, record the event that took place and initiate proceedings to clarify the circumstances of the violation.

(Amended by No. 1-1/2-25/1 of 21 January 2025, entered into force on 21 January 2025)

12.3. Long-term visits

12.3.1. Long-term visits will usually take place in Tartu Prison on the following times:
12.3.1.1. Tuesday at 01.15 PM till Wednesday at 02.30 PM;
12.3.1.2. Thursday at 01.15 PM till Friday at 02.30 PM; 12.3.1.3.
Saturday at 01.15 PM till Sunday at 02.30 PM.

12.3.2. Requests for long-term visits (annex 15) can be submitted by the prisoner to the prison from the 20th to 25th day of the month two months before the visit.
12.3.3. The person applying for a long-term visit for the first time must prove with documents the right to a long-term visit arising from subsection 1 of § 25 of the IA.
12.3.4. Visitors having arrived for a long-term visit must submit a valid personal identification document. For the identification of a child under the age of 8, the parent must submit the child's birth certificate, a child aged between 8 and 15 must have a personal identification document with a photo (passport, student ID, ID card etc) and a child over 15 must have a personal identification document which corresponds to the documents listed in the Personal Identification Documents Act (eg ID card, passport etc).
12.3.5. The price list for the costs of visits is drawn up by the prison on the basis of the tariffs established with the IRP. The costs of visiting are deemed to be costs incurred for the use of the premises and for the food and toiletries for the visitor and must be borne by the visitor or the prisoner. The costs of long-term visits are to be paid three working days before the longterm visit to the account of the prison service or by bank card on location.
12.3.6. In the case of long-term visits, catering and purchase of food for the person being met can only be pre-ordered. To order a hot meal for a long-term visit, the visitor must fill out an order form on the prison's external website at least 3 working days before the long-term visit. The order form must be sent to the e-mail address tellimused.tartuv@just.ee, indicating the name of the prisoner who is to be visited in the subject line of the e-mail. If the order for catering has not been placed 3 days prior to the visit and only the use of the premises has been paid for, the visitor will be left without catering during the visit at their own risk.
12.3.7. If the prisoner wishes to pay the costs of the visit, they must submit an application to the administrative department for the corresponding amount to be deducted from their internal personal account.
12.3.8. If necessary, the prisoner will be subjected to a quick drug intoxication test.
12.3.9. For a long-term visit, the prisoner is allowed to take with them toiletries and foodstuffs in an amount they will consume during the visit. The prisoner must package the toiletries and foodstuffs in the presence of a prison officer in packages issued by the prison. It is forbidden to bring items not used up during the visit back to the living ward, and these items will be disposed of in accordance with relevant procedures.

12.4. A person, with regard to whom there is doubt that they are intoxicated by alcohol or under the influence of narcotics or psychotropic substances or who is not submitting to the lawful orders of a prison officer or uses insulting, threatening, impolite or defaming expressions with regard to a prison officer or wishes to take items prohibited in the prison to the visit after having examined the legislation regulating the internal rules of the prison, will not be allowed to the visit.

12.5. The prison will be entitled to suspend a visit (except with the defence counsel) if legislation regulating the internal rules of the prison or generally acknowledged moral norms of the society or the security of the prison are endangered during the visit. When coming from a long-term visit, the prisoner is forbidden to bring along items or substances, which they did not have when going to the visit.

12.6. The prison retains the right to check the presence and state of the prisoner and the visitor during the visit. As a rule, the presence of the prisoner will be checked daily during alimentation. For performing

the check, the official will be entitled to enter the visitation room. When accepting food and during the time the check is conducted, the prisoner and the visitor must be correctly dressed.

12.7. The visit may be ended also before the visitation time ends upon the request of the visitor or the prisoner.

12.8. Phone calls in the closed wards, during stay in the punishment regime and at the time when security measures are applied.

12.8.1. The prison will provide the prisoners with an option of using a phone at least once a week.

12.8.2. Calls are made in closed wards and when the prisoner is in the punishment regime or subject to additional security measures, generally from 9:00 AM to 8:00 PM on Mondays and Thursdays. If the prisoner is in the punishment regime or in a separate locked cell in the open ward, they are allowed to call during times when the living ward is closed according to the daily schedule.

12.8.3. In order to use the opportunity to call, the prisoners must submit a written application to a prison officer at the latest during the evening headcount on the day preceding the call. The applications submitted will be the basis for preparing a call schedule for the next day. For the prison officer, the time for calling requested by the prisoner is advisory and they are entitled to change the call schedule in accordance with the prison's possibilities

12.8.4. A prison officer may give permission to the prisoner to call a state institution, a local government and its officials, as well as their defence counsel or advocate representative outside the regular calling hours prescribed in the rules of procedure. To do so, the prisoner must submit a reasoned request.

12.8.5. The prisoner, whose right of communication has been restricted, must submit an application for the use of the phone at the latest during the evening headcount on the day preceding the call. The application must include in addition to the prisoner's information also the names and phone numbers of the persons the prisoner wishes to call. The prison will verify the submitted data. If the prisoner has submitted an application to call a person they are not entitled to contact, the prison officer organising the use of the phone will explain the reason why the prisoner was refused the possibility of making a call. If the requested phone call is allowed, the prison officer organising the use of the phone will dial the phone number personally.

12.8.6. A prisoner, who has submitted on time a proper application for the use of the phone, is enabled to use the phone on the day specified in clause 12.8.2 once for up to 10 minutes. The time for using the phone includes dialling the phone numbers, waiting time and the call. The number of different phone numbers that can be dialled is not restricted.

12.8.7. The prison officer organising the use of the phone will record the name of the prisoner who used the phone and the time when they got to use the phone.

12.9. Phone calls in open wards

12.9.1. In open wards, it is allowed to use the phone during times specified in the daily schedule. If the prisoner needs to call a state institution, local government or a defence counsel at another time, they must submit a reasoned application on the working day preceding the call at the latest.

12.9.2. If an open ward is locked, the use of the phone is enabled according to the prison's possibilities, but at least once a week. If during the period while an open sector is locked, a prisoner needs to call a state institution, local government institution or a defence counsel,
they must submit a reasoned application to the prison.

12.10. In order to register phone calls, the prisoner is obliged to submit to the prison in writing on the form of Annex 1[4] of the IRP the data regarding the persons to whom the prisoner wishes to call during the imprisonment in one week as of being accepted in the prison or the enforcement of a criminal conviction.

12.11. The prisoners of both the open and closed wards (except the person in custody) are, if they are calling a person regarding whom they have not submitted data to the prison before, obliged to submit the information regarding the use of the phone (Annex 8) a day after using the phone at the latest, and specify:

12.11.1. the prisoner's first name and surname, ward and cell number, date of birth;

12.11.2. first names and surnames of the persons or the names of the institutions where the prisoner called;

12.11.3. telephone number that was called;

12.11.4. relation to the person or institution the prisoner called;

12.11.5. signature of the prisoner

12.12. A prisoner is prohibited from giving or making known to another prisoner the phone card number and PIN code issued to them for calling from the prison. It is forbidden for a prisoner to give the phone to another prisoner to make a phone call or to leave the phone without logging out, after being logged in with their phone card number and PIN code. The prisoner is also prohibited from using another prisoner's phone card number and PIN code issued by the prison for making calls, including using the telephone without first logging in with their own personal phone card number and PIN code issued by the prison for making calls.

12.13. The maximum time for phone use for prisoners is technically limited to 60 minutes per day. In the event of a reasonable need to call a counsel, official, family member etc, the prison officer will extend once the prisoner's time for using the phone.

13. Prison leave and prison leave under supervision;

13.1. Short-term prison leave

13.1.1. The procedure for granting permission for short-term prison leaves is regulated by § 32 of the IA and §§ 78–89 of the IRP.

13.1.2. The prisoner (except the person in custody) may apply for a short-term prison leave. An application for a short-term prison leave – prison leave plan (Annex 10) may be submitted once a month, during the first 5 working days of the month preceding the prison leave. The application must include the main data, the substantial and reasoned prison leave plan for every applied day, the address where the prisoner will mainly stay, the specific addresses of the persons, companies to be visited, the phone numbers of the persons to be visited. A prison leave plan with deficient data that does not enable the prison to exercise supervision over the movement of the prisoner or the purposefulness of the prison leave may be a basis for not allowing the prisoner on a prison leave.

13.1.3. Records of the short-term prison leave of the prisoner is kept according to years of imprisonment (year is calculated as of the beginning of the imprisonment).

13.1.4. In order to receive cash, the prisoner must submit a written application for reserving money from their personal account and withdrawing it for a short-term prison leave at least three working days before the prison leave takes place. In order to take along a personal identification document or some other important document from the personal file, the prisoner must submit a written application. The documents and cash applied for are handed to the prisoner immediately before leaving the prison.

13.1.5. During the prison leave, the prisoner must be available on the addresses and at the times noted in the prison leave certificate or in the directive allowing the prisoner on a prison leave, which may be checked by the prison service or police officers. The prisoner is required to regularly give notice of themselves to the prison chief specialist-duty officer at 10:00 and 22:00 on each day they are outside the prison. The prisoner must immediately notify the chief specialist-duty officer of any extraordinary circumstances, changes in the prison leave plan or location.

13.1.6. During the prison leave, the prisoner shall be prohibited from owning, possessing and consuming alcoholic, narcotic, toxic and psychotropic substances. Other restrictions will be enacted in the directive allowing the prisoner on a prison leave.

13.1.7. If upon returning from the prison leave, the prisoner has cash that they voluntarily surrender to the prison officer, the sum will be transferred to the prisoner's internal personal account. Withholdings provided in subsection 2 of § 44 of the IA will be made from the sum exceeding the amount taken along on the prison leave.

13.1.8. The prisoner having returned from a short-term prison leave is forbidden to take along to the prison any items that they did not take along when going on the prison leave, except for items purchased on the permission of the prison. When going on a prison leave, the prisoner is allowed to take along personal items (including items prohibited in the prison that are held in the storage), which they do not wish to keep and use in the prison.

13.1.9. The prisoner having returned from the prison leave must submit a written report regarding the results of the prison leave (Annex 11) to the inspector-contact person in two working days.

13.2. Extraordinary short-term prison leave and prison leave under supervision

13.2.1. When processing the application for an extraordinary short-term prison leave, the general conditions for prison leave will be implemented with the specifications provided in subsection

5 of § 32 of the IA, subsection 2 of § 79, subsection 3 of § 80 and subsection 2 of § 81 of the IRP.

13.2.2. Pursuant to the provisions of the Imprisonment Act, the person in custody can apply only for prison leave under supervision.

13.2.3. For an extraordinary prison leave or prison leave under supervision, the prisoner must submit a written application to the prison, in which they must note all information necessary for the prison leave/prison leave under supervision and add the necessary documents. For prison leave under supervision, the prisoner must submit a written consent for bearing the incurred costs. Costs are calculated pursuant to the procedure provided in the IRP and the confirmed price list. The foreseeable costs of a short-term prison leave are calculated before the leave (Annex 12)

14. Postal items

14.1. Correspondence

14.1.1. The prisoner's correspondence is required to comply with the procedure provided by law.

14.1.2. The signature must be given on the correspondence card with a blue ballpoint pen.

14.1.3. Letters sent to the prisoner are delivered to the prisoner for their signature by the prison employee liable for correspondence.

14.1.4. Delivery of letters having arrived for the prisoners will take place on nationally established working days and the acceptance of outgoing letters will take place on the day preceding the nationally established working day. Letters addressed to courts will be accepted from prisoners on all nationally established working days.

14.1.5. Received letters will be delivered to the prisoners within the time specified in the IRP.

14.1.6. The letters of a prisoner on a prison leave, on prison leave under supervision, on a long-term visit or on an in-patient hospital care will be kept and preserved until the prisoner returns to the prison or until the long-term visit ends.

14.1.7. If upon the arrival of the letter, the prisoner is no longer at the prison, the letter will be forwarded to the custodial institution they are at. If the person is no longer at a custodial institution, the letter will be returned to the sender.

14.1.8. The inspector-contact person will introduce to the prisoner the procedure of submitting a challenge addressed to the Ministry of Justice or the director of the prison and the procedure of translating a foreign language challenge addressed to the Ministry of Justice, or a foreign language challenge submitted to the prison, or an application for the compensation for damages.

14.1.9. The prisoner will give the inquiries addressed to the prison to the official of the unit. Generally, the inquiries will be accepted once a week. The specific organisation of the work regarding accepting inquiries is decided individually by each unit and the prisoners of the unit is informed of this order of work.

14.1.10. The prisoner is allowed one envelope per every letter sent at the prison's expense per every workday. Letters addressed to the Chancellor of Justice, the prison, the Office of the President, the prosecutor's office, the investigative authority, the prison committee and the court are sent at the prison's expense. Letters to persons not noted in the list above will be sent at the prisoner's expense.

14.1.11. The envelope of a letter sent at the prison's expense will be given to the prisoner immediately before submitting the letter to the prison officer for sending. The prisoner must place the letter in the envelope and close it in the presence of a prison official, write the name of the addressee on the envelope and give it immediately to the prison officer for posting.

14.1.12. Prisoners who have had less than 15 euros on their internal personal account within the last six months and who have not been provided work by the prison are allowed to receive one A4 sheet of white writing paper on every work day for every letter sent at the cost of the prison.

14.1.13. Paper will not be issued to the prisoner (except the person in custody) who has refused to work, regardless of the lack of money on their internal personal account.

14.2. Packages

14.2.1. Packages are accepted from Tuesday to Saturday from 11:30 AM to 1:30 PM, except on public holidays. Usually, packages are brought from the post office on Tuesdays based on the receipts of packages. The prison only accepts packages from the post office if a digitally

signed notification about sending the package has been previously sent to the prison and a prison officer has given permission to receive them.

14.2.2. The person having personally delivered a package must submit along with the package a standard-format application prepared with the help of a prison officer. The official having accepted the package will verify the personal data on the basis of a personal identification document, the weight and content of the package. Then, the official will confirm with their signature that they have received the package and will return one copy of the application to the person who delivered the package.

14.2.3. The packages that have arrived are delivered to the storage of prisoners' personal items. The package is opened, and the items in it are introduced to the prisoner within the time specified in subsection 2 of § 74^2 of the IRP from when the package arrives at the prison. Items, which must be registered in the prisoner's common list of personal items, shall be entered in the common list by the prison.

14.3. Periodicals

14.3.1. The prisoner will submit an application for subscribing to a newspaper, magazine, or other periodicals (hereinafter publication) out of their personal funds. The application must include the name of the periodical being subscribed to, the period of the subscription, and details about payment for the subscription. In case payment is made from the prisoner's internal personal account, then the application must include consent for the required sum to be withheld from their personal account. If a person outside the prison pays for the subscription to a publication, the prisoner will mark in the application that the payment is performed from outside the prison.

14.3.2. If the subscription to a publication is paid for from outside the prison, the prisoner will organise the ordering of the subscription themselves. In the case of a subscription to a periodical paid for from outside the prison, the prison does not engage in re-registration of prison publications, determining the reasons for the publication not arriving to the prison, or solving other issues related to the subscribed publication. Re-registration of a subscription to a publication paid for from outside the prison must be arranged by the prisoner who is released or transferred to another prison within one month of the moment they are released or transferred. The prison stores the newspapers and magazines that arrive for the prisoner for one month after the prisoner is released or transferred to another prison, after which time the publications will be destroyed.

14.3.3. If the publication is paid for outside the prison, the prison may not be held accountable for the timely arrival of the subscribed publication at the prison.

14.3.4. When a subscription to a publication is paid for from the prisoner's internal personal account, the subscription to the publication is arranged by the prison.

14.3.5. The prisoner can receive their newspapers and/or magazines subscribed to from the prison.

15. Purchases of the prisoner

15.1. As a rule, the prisoner can make purchases twice a month, but at least once a month, in the amount permitted in subsection 1^1 of § 48 of the IA.

15.2. The service of the prison shop is offered to prisoners through a private legal entity outside the prison. The general terms and conditions for using the service are outlined by the service provider in the e-store application.

15.3. In case of any claims or questions regarding the goods or services offered, please contact the courier providing the service or submit them through the e-store application.

15.4. The prisoner is obliged to purchase the ordered goods in the quantity noted in the order, but not in larger quantities than the limits on goods currently enacted with the directive of the director or established by legislation. If the prisoner refuses to accept foodstuffs, the cost of the goods will be withheld from the internal personal account of the prisoner.

15.5. The person in custody, whose disciplinary punishment includes that they be deprived of the right of supplementary alimentation purchased out of their personal funds, may purchase only goods that cannot be classified as foodstuffs.

15.6. Electronic recreational devices purchased from the e-store will be available to the prisoner from the storage room of personal items upon submitting an application and after the security stickers certifying that the device has been checked have been attached by the prison.

15.7. Prisoners in the punishment cell may purchase via the store only such items that have been listed in § 60 of the IRP and belong to the assortment of the store.

15.8. Within one store visit, a prisoner is allowed to make purchases in the following maximum quantities:

15.8.1. Total sweets (e.g. halva, candy, chocolate) 1.5 kg
(Amended by No. 1-1/2-25/39 of 20 October 2025, entered into force on 20 October 2025)
15.8.2. confectionery products in total 1 kg
15.8.3. Total hot drinks (coffee, cocoa, tea) 1 kg
(Amended by No. 1-1/2-25/39 of 20 October 2025, entered into force on 20 October 2025)
15.8.4. mineral water and soft drinks, in total 3 l
15.8.5. dehydrated soup, broth and instant noodles in total 15 packages
15.8.6. meat products, including pâté in total 2 kg
15.8.7. fish and fish products in total 1 kg
15.8.8. dairy products (including condensed milk) in total 3.5 kg
15.8.9. cheese (including processed cheese) in total 1 kg
15.8.10. Total preserves and preserves in plastic packaging (e.g. chocolate cream, fermented products) 1 kg
(Amended by No. 1-1/2-25/39 of 20 October 2025, entered into force on 20 October 2025)
15.8.11. Total sauces (e.g. mustard, horseradish, ketchup, mayonnaise) 1 kg
(Amended by No. 1-1/2-25/39 of 20 October 2025, entered into force on 20 October 2025)
15.8.12. Total spices (e.g. salt, pepper and sugar substitute) 0.5 kg
(Amended by No. 1-1/2-25/39 of 20 October 2025, entered into force on 20 October 2025)
15.8.13. fruit and vegetables in total 5 kg
15.8.14. dark and white bread in total 1,5 kg
(Amended by No. 1-1/2-25/39 of 20 October 2025, entered into force on 20 October 2025)
15.8.15. fatty substances (butter, margarine, oil) in total 1 kg
15.8.16. dry foods in total 1 kg
15.8.17. underwear 2 pairs
15.8.18. T-shirt 3 pcs
15.8.19. thermal underwear 1 set
15.8.20. socks 5 pairs
15.8.21. gloves 1 pair
15.8.22. paper tissues 6 small packages
15.8.23. sweat suit 1 set
15.8.24. shoes 1 pair 15.8.25. shoelaces 1 pc.
15.8.26. plastic knife, spoon, fork up to 5 pcs each
15.8.27. set of razors, mechanical or electrical shaver (total), mechanical or electric epilator (for female prisoners), shaving brush 1 pc
15.8.28. shower gel, toothbrush, toothpaste, lotion, shampoo, conditioner, alcohol-free deodorant, shaving cream 1 pc. each
15.8.29. toilet soap 2 pcs
15.8.30. washing powder, dishwashing liquid 1 pc. each
15.8.31. limescale remover (as tablets) 4 tablets
15.8.32. dishwashing sponges 5 pc
15.8.33. comb 1 pc.
15.8.34. toilet paper 6 rolls
15.8.35. chess, checkers, nard, domino 1 set of each game
15.8.36. wrist watch 1 pc.
15.8.37. stamps, envelopes 20 pcs each
15.8.38. A4 paper 1 package
15.8.39. writing pad 1 pc.
15.8.40. notebook 3 pcs

15.8.41.	blue ballpoint pen — 2 pcs., coloured pencils — 12 pcs., pencil without an eraser — 4 pcs., eraser – 1 pc.	
15.8.42.	water boiler with the capacity of up to 1,2kW	1 pc.
15.8.43.	TV-set (with a diagonal of up to 24“)	1 pc.
15.8.44.	antenna cable	1 pc.
15.8.45.	AA batteries, AAA batteries	2 pcs
15.8.46.	watch battery	1 pc.
15.8.47.	pencil sharpener	1 pc.
15.8.48.	document folder	1 pc.
15.8.49.	pocket calculator	1 pc.
15.8.50.	cleaning cloth	1 pc.
15.8.51.	plastic storage box	1 pc.
15.8.52.	soap box	1 pc.
15.8.53.	toothbrush container	1 pc.
15.8.54.	water filtering pitcher and filter	1 pc.
15.8.55.	broom and dustpan	1 set
15.8.56.	nail clipper	2 pcs
15.8.57.	sanitary towels and/or tampons (only the female prisoners are allowed to buy)	2 packages
15.8.58.	pantyliners (only the female prisoners are allowed to buy)	1 package
15.8.59.	hair dye (only the female prisoners are allowed to buy)	1 package
15.8.60.	mascara (only the female prisoners are allowed to buy)	1 pc.
15.8.61.	prosthetic adhesive	1 pc.
15.8.62.	contact lens fluid	1 pc.
15.8.63.	shoe care product and a brush	1 pc. each
15.8.64.	Post card	5 pc
15.8.65.	sleeping mask	1 pc.
15.8.66.	Vitamin D (oral drops)	1 pc.
15.8.67.	rosary	1 pc.
15.8.68.	Total prepared meals	1 kg

(Added by Directive No. 1-1/2-25/39 of 20 October 2025, entered into force on 20 October 2025)

16. The prisoner’s employment, studies and participation in social programmes

16.1. The prisoner’s employment

16.1.1. Appointing a prisoner to work is based on the provisions of the IA. Usually the prisoner is initially appointed to maintenance work and when a work habit has developed and trust has been created, the prisoner is appointed to work at a plant, if it is possible.

16.1.2. Prisoners will go to work and come from work usually at the times noted in the daily schedule or pursuant to the work schedule.

16.1.3. Prisoners working in living quarters are only allowed to take with them items required for their work.

16.1.4. Other working prisoners are allowed to additionally take along to work toiletries for their own use if there are washing facilities at the workplace. Bringing back items taken along from the workplace is prohibited (except for the clothes worn, an extra change of clothes (1 pair of socks, underpants), and working clothes requiring washing and having been listed in the common list of the prisoner’s personal items).

16.1.5. In case a tool given to the prisoner breaks, is lost, or malfunctions, the prisoner must inform the responsible employee. The prisoner is prohibited from taking along tools and other devices provided for performing work duties from the workplace or object.

16.1.6. Prisoners are prohibited to enter work rooms and exit work rooms independently without permission.

16.1.7. Prisoners doing maintenance work will move on the territory in concordance with the nature of the work, usually as escorted by a prison official.

16.1.8. This chapter will apply also to prisoners on practical training.

16.1.9. The prisoner is obliged to immediately notify of losing or finding a tool, finding an item not belonging to them or prohibited in the prison and to surrender it to an prison official exercising supervision.

16.1.10. The prisoner must follow work healthcare, work safety and fire safety requirements when working.

16.1.11. Prisoners working in a facility (laundry, canteen, workshop, industry section) have the right to bring 1 sealed package of the following products on the working day following e-store delivery: coffee, tea, salt, sugar substitute, seasoning, cooking oil, mayonnaise, ketchup, candies, soap, shower gel, and shampoo. Products taken to the workplace may not be returned to the living ward.

16.2. Prisoners' studies

16.2.1. The prison will direct prisoners to acquire education and study the official language pursuant to their individual treatment programme (hereinafter ITP) and will ensure that prisoners under the school-leaving age can acquire basic or vocational education. Upon beginning of studies, the prisoner is introduced, against signature, the internal rules of the school, establishing the procedure for entry into and exclusion from the school, as well as the rights and obligations of a student during the course of study, including practical training.

16.2.2. Prisoners' studies take place in the rooms specified in the lesson plan. During lessons, the prisoners are prohibited from leaving school and practical training rooms. Also, the prisoners are prohibited from disturbing the lesson and other prisoners or from leaving the lesson without the permission of the teacher or a prison officer. The teacher or prison official is entitled to remove a prisoner who is disturbing the lesson from the classroom. Removal from the classroom is deemed equal to being absent without a good reason.

16.2.3. Prisoners are prohibited, in general, from acquiring items, products etc prepared in the course of the studies. Relatives of the prisoner may purchase the item that the prisoner has prepared as a final project of in-service training through and according to the price list of the study institution that carries out the study work.

16.2.4. If a student is regularly absent from classes without valid reason, a proposal to remove the student from the list of students will be submitted to the school and their activities regarding obtaining an education in their ITP will be considered unfulfilled due to lack of motivation by the prisoner. The prisoner can apply to a school again in the next academic year.

16.2.5. When being held in the punishment cell, the prisoner must continue participating in auditory studies.

16.2.6. When additional security measures are applied pursuant to § 69 of the Imprisonment Act, the participation of the prisoner is interrupted pursuant to the provisions of § 101 of the internal rules of the prison, and will continue only for the completion of assessments/examinations at the permission of the head of unit, in case handcuffs and/or legcuffs are not implemented as means of restraint of the prisoner as an additional security measure during internal escort.

16.2.7. Acquiring general education

16.2.7.1. The prison service's partner enables access to basic and upper secondary education.

16.2.7.2. At Tartu Upper Secondary School for Adults, lessons take place on the basic school level both in Estonian and Russian, on the upper secondary school level the lessons are in Estonian. The lessons at Tartu Kroonuaia School are in Estonian.

16.2.7.3. Education is acquired in lessons during the times specified in the daily schedule and in accordance with a timetable.

16.2.7.4. In order to acquire general education, the prisoner whose studies are provided for in the ITP must contact their inspector-contact person, submitting the required documents . The inspector-contact person forwards the information to the education organiser, who registers the prisoner in the list of school applicants.

16.2.8. Acquiring vocational education

16.2.8.1. Acquiring vocational education is enabled by Tartu Vocational College (Tartu Rakenduslik Kolledž).

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

16.2.8.3. Lessons are held in Estonian. Prisoners whose official language level is at least B1 are accepted to vocational training.

16.2.8.4. In order to acquire vocational education, the prisoner whose studies are provided for in the ITP must contact their inspector-contact person, submitting the required documents, The inspector-contact person forwards the information to the education organiser, who registers the prisoner in the list of school applicants.

16.2.9. Official language studies

16.2.9.1. Convicted persons whose sentence after enforcement is at least one year and whose mother tongue is not Estonian are tested by the prison's organiser of official language studies and the prisoner's level of Estonian is specified.
16.2.9.2. The prisoner will be registered for the official language studies by the official language study affairs specialist via the inspector-contact person pursuant to the aforementioned test result.
16.2.9.3. Paying a fee to the prisoner for studying the official language will take place pursuant to the Regulation of the Government of the Republic No. 182 of 28 June 2007 Rates of Paying a Fee to the Prisoner for Studying and the Procedure of Calculating and Paying the Fee.
16.2.9.4. As per the regulation mentioned in clause 16.2.9.3, being absent with a good reason includes being on a prison leave and prison leave under supervision, attending a court hearing, short and long-term visits, health-related absences, participation in a social programme, or any other reason approved by the prison.
16.2.9.5. The prisoner, for whom the ITP has not been prepared, can get information about the options for studying the official language from the inspector-contact person, if the prisoner wishes to do so.

16.3. Special requirements for prisoners working or studying outside the prison territory

16.3.1. The prisoner is obliged to:
16.3.1.1. move on the route between the place of work or study and the prison without deviations and stopping, unless the prison has ordered otherwise;
16.3.1.2. execute the lawful orders of the employer or teacher;
16.3.1.3. comply with occupational safety requirements, including using protective equipment and working only with the devices that are in working order and comply with safety requirements;
16.3.1.4. notify the prison officers as soon as possible of factors endangering the security of the prison or the security, life or health of prisoners working or studying outside the territory.

16.3.2. The prisoner is allowed to take following items along to work or to an educational institution:
16.3.2.1. seasonal clothing and shoes and working clothes;
16.3.2.2. foodstuffs issued by the prison.

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

16.3.4. Subdivision 16.3 of the rules of procedure is not applied to the person in custody.

16.4. The prisoner's participation in social programmes

16.4.1. Social programmes will be announced to prisoners by an inspector-contact person who will motivate prisoners to participate in the social programmes established in their ITP.
16.4.2. For a prisoner's participation in a social programme, the inspector-contact person will submit the necessary information to a ward official who will register the prisoner in the programme. The organiser of the social programme informs the prisoner about the times of the programme.
16.4.3. To pass a social programme, the prisoner must participate in the programme on the conditions established by the organiser.
16.4.4. Upon a possible disciplinary violation or a violation of rules agreed upon for individual or group work, the organiser of the programme is entitled to suspend or terminate the prisoner's participation in the activity. Upon the removal of the prisoner from the programme, the activity prescribed in the ITP is deemed as not passed on the initiative of the prisoner due to their lack of motivation.
16.4.5. A prisoner without an ITP is referred to social programs by the inspector-contact person on a case-by-case basis.

16.5. The prisoner is obliged to work, participate in studies and/or social programmes in a conscientious manner.

16.6. The prison will provide the person in custody with opportunities to participate in social programmes and support groups as is possible, considering the needs of the person in custody and the recommendation of the inspector-contact person.

17. Recreational activities, sports, using the library, and other options for spending free time

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

17.2. Recreational activities are available based on the existing conditions and the capabilities of the prison (rooms, materials, tools, etc.) Taking tools and materials out of recreation rooms is forbidden.

17.3. The prisoner requests to participate in recreational activities by contacting the inspector-contact person or submitting electronically through VaPo.

17.4. The prisoner is allowed to store one work they have created as a result of recreational activities during one calendar year in the storage or send it out of the prison on the condition that the prisoner covers the expenses of the material used in creating the work. The prisoner must cover the costs of sending out the work from prison.

17.5. Using the gym and sports field

17.5.1. Visiting the gym and sports field is done based on the gym and sports field schedule. The schedule can be found on bulletin boards of open wards.

17.5.2. Prisoners are obliged to get acquainted with and adhere to the rules of visiting the sports hall. The rules are displayed on the message boards of the living wards and the sports building.

17.5.3. All sports facilities and equipment must be used purposefully and prudently. If sporting equipment is broken, breaks or something else happens, the prison officer must be notified immediately. In case of a disciplinary offence or inappropriate use of a sports facility, the prison officer has the authority to stop the sports activity and return the prisoners to the ward.

17.5.4. The prison is be liable for injuries, traumas and other damage to health that has occurred when sporting without adhering to safety rules. Upon injuries, traumas and other damage to health, a prison official must be notified immediately.

17.5.5. Subsection 17.5 of the rules of procedure does not apply to prisoners in a separated, locked cell (including during the punishment regime).

17.5.6. Prisoners can take one bottle of water to the gym or sports field.

17.6. Using the library

17.6.1. Prisoners in both open and closed wards are allowed to read documents provided by the prison. In addition, it is possible to borrow up to 5 documents from the Tartu Prison library upon request. The order will be fulfilled as soon as possible but within a month at the latest. Books can be borrowed for no longer than three months from the date of borrowing.

17.6.2. Books intended for reading in open wards are kept on shelves in the common area of the ward. Upon transfer from an open ward to another ward or leaving the prison, the prisoner must reshelve all the books they have borrowed for reading. Books intended for reading in open wards are rotated at least once every six months, of which prisoners are notified at least one month in advance. Books borrowed from the shelves by prisoners must be returned by the time of rotation. A prisoner's cell may contain a reasonable number of books for reading. Books may not be used for non-intended purposes.

17.6.3. Books intended for reading in the closed wards can be borrowed and returned by prisoners once per month. Prisoners may borrow up to 10 books at a time. Books intended for reading in closed wards are rotated at least twice per year. Upon transfer from a closed unit, except to another closed ward, prisoners must return all borrowed books to the prison officer carrying out the transfer. Books borrowed for studies may be taken with prisoners upon transfer to an open ward.

17.6.4. Prisoners engaged in learning activities can borrow materials directly from the library without prior request. Educational literature is borrowed as needed but not for longer than the end of the course or academic year. The coordinator of education and official language studies oversees

the borrowing of books related to educational literature. School-issued study materials are not counted as part of the five books.

17.6.5. The prisoner is prohibited, regardless of the purpose, from passing on any materials personally borrowed by them to another prisoner. They are also prohibited from using library documents borrowed by other prisoners.

17.6.6. Lending documents related to religious activities are managed by the senior chaplain in the chapel.

17.6.7. When losing a document or rendering a document unusable, the prisoner is obliged to compensate the prison for the cost of the book to the extent of the purchase price of a new equivalent book.

17.6.8. The library has the right to refuse to lend documents to a prisoner if the prisoner has systematically not returned documents on time, the returned documents have been damaged or if the documents have not been returned because they have been lost. The prisoner may borrow materials again after compensating the prison for any damage or loss caused to the materials.

18. Religious needs;

18.1. The prison ensures that prisoners have the opportunity to attend religious services in the prison chapel. In religious and pastoral matters, the prisoner addresses the prison chaplain through the inspector-contact person.

18.1.1. Religious ceremonies (confession, communion, christening, wedding, anointing) are usually conducted at the prison's chapel. In exceptional cases, religious ceremonies can be conducted in the prisoner's living cell, the meeting room, or another appropriate space.

18.1.2. Participation in a service or other religious event is voluntary for the prisoner.

18.1.3. Participation in religious services and other religious events held in the chapel (Bible study, confirmation class, spiritual discussion group) is only available to prisoners who are on the corresponding list. Entering a prisoner to the list of persons participating in religious activities is done pursuant to the prisoner's request, which must be submitted via the inspector-contact person to the chaplain of the prison.

18.1.4. Prisoners are prohibited from being involved in irrelevant activities at the chapel. If the prisoner does not follow the behaviour rules in the chapel and violates order, the chaplain or the supervising officer has the right to suspend or terminate the prisoner's participation in religious events.

18.1.5. Subdivision 18.1 of the rules of procedure is not applied to the person in custody.

18.2. The chaplain organises and supervises religious services or other events and is also responsible for their content.

18.3. The prisoner (incl person in custody) has the possibility of meeting with the chaplain individually by submitting a request to the chaplain via the inspector-contact person.

18.4. Every prisoner, regardless of their religious affiliation, will have the possibility of meeting with a representative of their religion, as is possible.

18.5. The prisoner will have the option of applying for following items of religious insignia via the chaplain:

18.5.1. cross necklace - no more than 5 cm in height, no more than 5 cm in width, no more than 0,5 cm in thickness, no more than 65 cm in total length of the neckband;

18.5.2. medallion – the diameter cannot be more than 3 cm;

18.5.3. icons – the width cannot be more than 15 cm, height more than 20 cm and thickness more than 2 cm. For security purposes, a holy picture must be simple in form, without a frame or chest, uniform (in one piece) without internal cavities. Holy pictures or icons that include glass, metal or textile, are not allowed;

18.5.4. crucifixes – the height cannot be more than 20 cm. Crucifixes installed on walls (without a table stand) are forbidden. Crucifixes made of any other material than wood are forbidden (the crucified may be made of metal);

18.5.5. deities – the height cannot be more than 10 cm and the diameter more than 5 cm;

18.5.6. prayer rug – the maximum size 60 × 100 cm, there cannot be a compass attached to the carpet;

18.5.7. prayer beads – they may be made of wood, plastic or textile. The diameter of beads cannot be more than 1 cm. Beads shaped as sculls are not appropriate in the prison context.

18.6. It is not appropriate nor allowed for the prisoner to use rosary when being involved in studies, working, participating in a social programme or at an interview with a prison official.

18.7. The prisoner in the punishment cell has the option of receiving scripture of their affiliated religion from the chaplain.

18.8. A religious marriage ceremony of the prisoner will take place in the rooms of the prison and the prisoner must submit an application for this to the chaplain.

19. Medical services to the prisoner

19.1. Medical services for prisoners is organised by the Tartu medical centre of Viljandi hospital in concordance with the legislation regulating the provision of health care services.

19.2. First contact out-patient general and specialised medical care is provided for the prisoners at the prison areas as is possible and also in-patient psychiatric and nursing care are provided. If there is no possibility, prisoners are referred to a scheduled appointment with the provider of healthcare services outside the prison.

19.3. Out-patient reception of patients takes place under a pre-registration waiting list. The prisoner informs the prison official of their ward about the wish to be seen by a provider of healthcare services or the need to receive medical care. The prison official forwards the prisoner's request for an appointment electronically to the provider of healthcare services. Provider of healthcare services will respond electronically as soon as possible, but not later than in 5 working days.

19.4. The medical worker on-call must be immediately notified of the need for emergency care.

19.5. During off-hours, days off and national holidays, only emergency medical care is provided to prisoners.

19.6. A prisoner, who turns to the provider of healthcare services for health care services, is obliged to give truthful information regarding their health to the provider of the health care service and to disclose to their best understanding all circumstances necessary for the provision of the health care service and to provide assistance as is needed by the health care provider for providing the health care service.

19.7. Medication is issued to prisoners by the guards of the ward at the times prescribed by the prison. Prisoners are obliged to pick up a mug of water and administer medicines immediately in the presence of a prison officer, open their mouths properly so the officer can verify the administration, move their tongues if necessary, move their lips with their hands to expose the gums etc. In the case of refusal to administer the medicine, the guard forwards the information to the provider of healthcare services, who decides on the need to continue the treatment.

19.8. Medication included in the list of narcotic and psychotropic medication is administered in crushed form by a healthcare worker. The prisoner will administer the medication under the supervision of a healthcare worker. To administer medication, the prisoner will come to the open door of their cell in correct dress wearing their name tag for identification, take the medication immediately and drink water. The prisoner will then open their mouth for their administration of the medication to be checked and will move their tongue if necessary. Medication will not be given to a prisoner for later consumption nor will medication be given to third persons.

19.9. Prisoners receiving methadone treatment will generally be given methadone in liquid form. If prescribed by a medical specialist, methadone can also be provided as crushed tablets. Prisoners in the S-building are given methadone in the nurse’s office on the second floor. Differences in administering methadone must be coordinated with the prisoner’s unit, the provider of healthcare services and the surveillance department. The administration of methadone is conducted under the supervision of a healthcare worker and a guard. The prisoner will drink water and then take the

methadone. At the end of the procedure, the prisoner will wash their mouth with a physiological solution. After the procedure, the prison officer will check the prisoner's mouth to ensure the administration of the medication.

19.10. Topical medications (ointments, gels, creams, oils, etc) the size of which is up to 60 g, eye and nasal drops and inhalers are issued in the original packaging which have the name of the prisoner, the cell number, and the date of issue. Topical medications in bigger original packaging are issued by the provider of healthcare services in a medication cup that bears the name of the medication, the name of the prisoner, the cell number, and the date of issue.

19.11. Prisoners who have been diagnosed with diabetes are allowed to keep 1 insulin pen per active substance, syringe needles according to their treatment plan, a glucometer, up to 28 glucometer strips according to their plan and 7 lancet needles in their cell.

19.12. If necessary, the provider of healthcare services may decide to change the procedures for measuring blood sugar and administering medication, including administering medication under the supervision of a prison officer or medical worker. Medical workers have the right to remove or request the removal of medication or equipment issued to a diabetic prisoner from their cell and decide to have future measuring of blood sugar or administering of medication be conducted under the supervision of a prison officer or a medical worker under the following conditions: the diabetic prisoner is not following the treatment plan; the medication and equipment issued to the prisoner have been misused; the medication or equipment issued to the prisoner is used by other prisoners; the diabetic prisoner refuses to use the prescribed medication or equipment or to return the used equipment.

19.13. Prisoners in the psychiatric department take all medications (regardless of the medication group) in the presence of the health care provider and the guards, wherefore the need to crush the medication is decided by the health care provider. If possible, liquid is preferred as the form of the medication.

19.14. Upon refusing health care services (including the refusal to take medication), the prisoner is obliged to record their refusal in writing and to sign it. After refusing treatment, the prisoner shall be taken off the treatment by the provider of healthcare services.

19.15. The prisoner is prohibited from:

19.15.1. use prescription medication without a healthcare worker's prescription.

19.15.2. refuse to take medication prescribed by a healthcare worker and/or given by a prison official at the appointed time (including non-prescription drugs).

19.15.3. have medicine in their cell, except non-tablet marked medication issued by the provider of healthcare services in plastic cups (salves, drops);

19.15.4. piercing, inserting a ring, adding something, removing something etc, ie damaging their own or someone else's body without a healthcare service provider's prescription.

20. Consultations of officials

20.1. Consultations of the director or an official appointed by the director are available for prisoners on the basis of a reasoned application. Consultation time is made known to the prisoner.

21. Disciplinary proceedings and enforcing disciplinary punishments

21.1. The aim of a disciplinary proceeding is to identify the circumstances of a disciplinary offence, the circumstances proving the guilt of the prisoner or its lack, and the circumstances excluding liability, also to identify the circumstances characterising the offender, to impose a just punishment and to decide to enforce it.

21.2. If the punishment imposed on the prisoner is the deprivation of the right of supplementary alimentation purchased out of the personal funds of the person in custody or if the punishment imposed on the prisoner is the prohibition of a visit, the beginning of the punishment is calculated as of the day the administrative order was delivered to the prisoner for a signature.

21.3. If the punishment imposed on the prisoner is their removal from work for up to one month, the punishment is considered as beginning on the day the prisoner is actually removed from work.

21.4. If the punishment imposed on the prisoner is a ban on the use of an electrical device, the start of the punishment is counted from the day when the electrical device was taken from the prisoner's cell by the officers.

22. Transfer and release from prison

22.1. Releasing prisoners from the prison shall take place pursuant to the Regulation of the Minister of Justice No 11 of 25 January 2001
'Procedure of releasing a prisoner from prison'.

22.2. Transfer of prisoners between prisons will take place pursuant to the Regulation of the Minister of Justice No 9 of 25 March 2008 Treatment Plan.

22.3. Before being released from the prison or transferred to another prison, the prisoner is obliged to return to the prison the prison property having been in their use (upon transfer, the prison uniform does not have to be returned) and to take along from their cell all personal belongings.

22.4. Upon release from the prison, the prison will return for a signature the items (including valuables) belonging to the prisoner that were stored at the prison.

22.5. If the prisoner has no personal clothing or the clothing is not seasonal, the prisoner must submit an application at least 2 weeks before the release date for receiving clothing from the prison or organises clothing to be brought or sent by package.

22.6. The prison will issue to the prisoner to be released the balance of the savings fund and money to be handed over to the prisoner upon release. The savings fund is not issued to the person in custody.

22.7. To the prisoner who is released while being on short-term prison leave the certificate of release is issued later, upon the prisoner's written application. A prison officer will organise the transfer of personal items stored by the prison, the money on the internal personal account, the valuables, and the documents to the released prisoner at the checkpoint of the prison from Monday to Thursday from 8:30 AM to 4:30 PM and Friday from 8:30 AM to 3:30 PM. The released person must confirm with their signature that they have received the items.

Annex 1

Daily schedules of Tartu Prison wards: (Amended by No. 1-1/24/51 of 01 October 2024, entered into force on 01 October 2024), (Amended by No. 1-1/53 of 04 October 2024, entered into force on 04 October 2024), (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

Annex 1.1 – Daily Schedule for Remand Prisoners Accommodated in Units 2 and 3 of S-Building

Annex 1.2 – Daily Schedule for Convicted Prisoners Accommodated in Unit 4 of S-Building

Annex 1.3 – Daily Schedule for Convicted Prisoners Accommodated in Units 5 and 8 of S-Building

Annex 1.4 – Daily Schedule for Convicted Prisoners Accommodated in Units 6 and 7 of S-Building

Annex 1.5 – Daily Schedule for Persons in Custody Accommodated in Unit 1 of S-Building, in the Lockable Cells of E-Building, and in the Psychiatric Unit

Annex 1.6 – Alternative Daily Schedule for Units 2 and 3 of S-Building When Applying the Principle of Separation on Three Grounds

Annex 1.7 – Alternative Daily Schedule for Units 5, 6, 7 and 8 of S-Building When Applying the Principle of Separation on Three Grounds.

Annex 1.1

Daily Schedule for Remand Prisoners Accommodated in Unit 2 of S-Building (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
07:30 – 11:30	Residential unit open for remand prisoners who are not subject to additional communication restrictions (free time for movement within the unit, making phone calls, and using the shower)
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements
12:00 – 13:00	Lunch
13:00 – 17:00	Residential unit open for remand prisoners who are subject to additional communication restrictions (free time for movement within the unit, making phone calls, and using the shower)
17:00 – 17:30	Dinner
20:00	Evening count
22:00 – 06:00	Night-time quiet hours

Daily Schedule for Remand Prisoners Accommodated in Unit 3 of S-Building

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
07:30 – 11:30	Residential unit open for remand prisoners who are not subject to additional communication restrictions (free time for movement within the unit, making phone calls, and using the shower)
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements
12:00 – 13:00	Lunch
13:00 – 17:00	Residential unit open for remand prisoners who are subject to additional communication restrictions (free time for movement within the unit, making phone calls, and using the shower)
17:00 – 17:30	Dinner
20:00	Evening count
22:00 – 06:00	Night-time quiet hours

Annex 1.2

Daily Schedule for Prisoners Accommodated in Unit 4 of S-Building (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
07:30 – 11:30	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements.
12:00 – 13:00	Lunch
13:00 – 17:00	Residential unit open for detained persons who are subject to a regime different from that of sentenced prisoners serving a custodial sentence (within the meaning of § 2 of the Imprisonment Act) (e.g. remand prisoners, persons in the admission regime, etc.) (free time for movement within the unit, making phone calls, and using the shower).
17:00 – 17:45	Dinner
17:45 – 19:45	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls,

	investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
20:00	Evening count
22:00 – 06:00	Night-time quiet hours.

Annex 1.3

Daily Schedule for Prisoners Accommodated in Units 5 and 8 of S-Building (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
07:30 – 09:30	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements.
12:00 – 13:00	Lunch
13:00 – 15:00	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
17:00 – 18:00	Dinner
18:00 – 20:00	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
20:00	Evening count
22:00 – 06:00	Night-time quiet hours

Persons deprived of liberty who are held under a regime different from that of sentenced prisoners (e.g. remand prisoners, persons in the admission regime, etc.) shall be allowed to move freely within the residential unit for a total of four hours during periods when the unit is not open to sentenced prisoners. Wake-up, counting procedures, and meals shall take place at the times specified in the daily schedule.

Annex 1.4

Daily Schedule for Prisoners Accommodated in Units 6 and 7 of S-Building (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
10:00 – 12:00	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements.
12:00 – 13:00	Lunch
15:00 – 17:00	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
17:00 – 18:00	Dinner
18:00 – 20:00	Residential unit open (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.

20:00	Evening count
22:00 – 06:00	Night-time quiet hours

Persons deprived of liberty who are held under a regime different from that of sentenced prisoners (e.g. remand prisoners, persons in the admission regime, etc.) shall be allowed to move freely within the residential unit for a total of four hours during periods when the unit is not open to sentenced prisoners. Wake-up, counting procedures, and meals shall take place at the times specified in the daily schedule.

Annex 1.5

Daily Schedule for Persons Deprived of Liberty Accommodated in Unit 1 of S-Building, in the Locked Cells of S-Building and E-Building, and in the Psychiatric Unit (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements.
08:30 – 12:00	Work, education, reintegration activities or hobby groups; telephone calls, investigative procedures, and meetings, including meetings with defence counsel. Religious activities.
12:00 – 13:00	Lunch
13:00 – 17:00	Work, education, reintegration activities or hobby groups; telephone calls, investigative procedures, and meetings, including meetings with defence counsel. Religious activities.
17:00 – 18:00	Dinner
18:00 – 20:00	Work, education, reintegration activities or hobby groups; telephone calls, investigative procedures, and meetings, including meetings with defence counsel. Religious activities.
20:00	Evening count
22:00 – 06:00	Night-time quiet hours.

Annex 1.6

Alternative Daily Schedule for Units 2 and 3 of S-Building for the Application of the Three-Group Separation Principle (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
07:30 – 11:30	Residential unit open for remand prisoners who are not subject to additional communication restrictions (free time for movement within the unit, making phone calls, and using the shower)
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements.
12:00 – 13:00	Lunch
13:00 – 17:00	Residential unit open for remand prisoners who are subject to additional communication restrictions (free time for movement within the unit, making phone calls, and using the shower)
17:00 – 17:30	Dinner
17:30 – 20:00	Residential unit open for a third group of persons for whom the separation principle must be applied (e.g. prisoners in the admission regime, female prisoners, or other comparable groups).
20:00	Evening count
20:30 – 22:00	Residential unit open for a third group of persons who must be kept separate from both remand prisoners subject to communication restrictions and those not subject to communication restrictions (e.g. prisoners in the admission regime, female prisoners, or other comparable groups).
22:00 – 06:00	Night-time quiet hours

This alternative daily schedule shall be applied only when the unit accommodates persons deprived of liberty belonging to three different groups for whom the prison is required to apply the separation principle. Application of the alternative daily schedule shall cease when only two different groups remain accommodated in the unit.

Annex 1.7

Alternative Daily Schedule for Units 5, 6, 7 and 8 of S-Building for the Application of the Three-Group Separation Principle (Amended by No. 1-1/2-26/17 of 10 April 2026, entered into force on 13 April 2026)

06:00	Wake-up
06:00 – 07:30	Morning count and breakfast
07:30 – 11:30	Residential unit open for a second group of persons deprived of liberty for whom the separation principle must be applied (e.g. remand prisoners not subject to communication restrictions, prisoners in the admission regime, prisoners subject to communication restrictions, or similar categories).
08:30 – 20:00	Outdoor exercise periods in accordance with the unit's operational arrangements.
12:00 – 13:00	Lunch
13:00 – 17:00	Residential unit open for prisoners accommodated in the unit within the meaning of § 2 of the Imprisonment Act (free time for prisoners unless they are engaged during the same period in work, education, reintegration activities, or hobby groups). Telephone calls, investigative procedures, and meetings, including meetings with defence counsel, take place during this time. Religious activities are also conducted.
17:00 – 17:30	Dinner
17:30 – 20:00	Residential unit open for a third group of persons for whom the separation principle must be applied in relation to both sentenced prisoners and the second group of persons deprived of liberty.
20:00	Evening count
20:30 – 22:00	Residential unit open for a third group of persons for whom the separation principle must be applied in relation to both sentenced prisoners and the second group of persons deprived of liberty.
22:00 – 06:00	Night-time quiet hours

This alternative daily schedule shall be applied only when the unit accommodates persons deprived of liberty belonging to three different groups for whom the prison is required to apply the separation principle. Application of the alternative daily schedule shall cease when only two different groups remain accommodated in the unit.

Annex 2

"____" _____20__year

Prisoner _____

_____

_____

_____

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

EXPLANATION

My explanation for what happened is the following: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

(signature of the prisoner)

The explanation was taken from the prisoner by: _____

_____

TartuVangla

Annex 3

Director of Tartu Prison " " _____20_ year

APPLICATION

I, _____

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

_____

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

_____

_____

_____

_____

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

_____

(signature of the prisoner)

Application has been accepted on " "____20 _____year, at _____

_____

(signature of the prison official who accepted the application)

_____

(first name and surname of the prison officer)

_____

(official title)

Annex 4

Director of Tartu Prison “ “ _____20___ year

APPLICATION

_____

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

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

_____

(signature of the prisoner)

Application has been accepted on “ “ _____20____year, at _____

_____

(signature of the prison official who accepted the application)

_____

(first name and surname of the prison officer)

_____

(official title)

Annex 5

APPLICATION TO THE STORAGE OF PERSONAL ITEMS

First name ..... ……..

Surname ..... ……

Date of birth .....…….. Cell .....

I request that ..... the following personal items
(be issued from / placed in) the storage of personal items:

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

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

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

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

items to the storage

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

Annex 6

PRISONER'S APPLICATION FOR THE USE OF AN ELECTRICAL DEVICE I request the permission to use the following personal electrical devices at my cell:

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

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

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

……..
...
……
…

……. ……. ...……20.….year

(prisoner's name **(in capital letters)**, date of birth, cell number) (Signature) (Date)

PROCEEDING

Opinion of the inspector-contact person regarding the application of the person in custody/prisoner (*cross out the wrong variant*)

……..
……
……

…… (name) ……..……..…….. (Signature) …… ….. 20.….year

DECISION I PERMIT/REFUSE

……
…
……
…
……
…

(upon refusal, the cause of the refusal)

Upon receiving a permission, the permission will be valid until the prisoner's transfer from Tartu Prison to another prison, release from prison or until the permission is declared invalid.

Decision maker ……..…… ……..…… …… …….... 20.….year

(name and official title) (Signature) (Date)

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

Specialist's note about checking the electrical device

……..……

……

…

……..…… …… ……20…..year

(numbers of security stickers) (Signature) (Date)

Prisoner's confirmation of having received the items

……

……

Annex 7
GIVING ITEMS OF CLOTHING TO DISINFECTION

Date: _____

Prisoner's name: _____

Ward and cell number: _____

LIST OF ITEMS:

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

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

_____
Signature of the prisoner

_____ _____
(Name of the official present at transferring the items) (Signature)

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

_____ _____
(Signature of the prisoner) (Date)

_____ _____
(Signature of the official that returned the items) (Signature)

Annex 8

PHONE USE INFORMATION

The phone was used by prisoner _____
(first and last name)

to call _____ phone number _____
(name of the institution or first and last name of the person)

call started at _____, ended at _____, call duration ,
_____

to call _____ phone number _____
(name of the institution or first and last name of the person)

call started at _____, ended at _____, call duration ,
_____

to call _____ phone number _____
(name of the institution or first and last name of the person)

call started at _____, ended at _____, call duration ,
_____

to call _____ phone number _____
(name of the institution or first and last name of the person)

call _____ started at , ended _____ at _____, call duration ,

Date: _____ **Ward:** Cell No.: _____ Signature: _____

Annex 9

Person delivering the package

APPLICATION

_____

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

Place of residence of the person delivering the package

_____

(place of residence)

Please accept the package for the person in custody

_____

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

_____

List of items in the package

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

27				
28				
29				
30				

Signature of applicant_____"_____"
_____20

The package was accepted by

_____

The package was received by_____ "____" 20_year

Annex 10

APPLICATION-PRISON LEAVE PLAN

Prisoner ……..…….…….

Date of birth ……

Placement ……

Sentence §§ ……..……..……

Prison sentence beginning ……..…… ending……..……

First possibility of release on parole ……

First possibility of release on parole with electronic monitoring

……..…….

Requested time of prison leave ……...……

Please enable me a short-term prison leave. I need the prison leave in order to

……..……..……

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……..……

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Precise prison leave plan for up to 7 days with the names of companies and persons included

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Main place of stay, address, and telephone

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Names, addresses and phone numbers of persons to be visited

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…….

Names, addresses and phone numbers of companies to be visited

……..……

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

1. I am aware that on the day of arriving at the destination and on the day of leaving the destination I must register myself at the local police authority, the address of which is on the prison leave certificate (subsection 2 of § 85 of the IRP).
2. I am aware that my obligation is to return to the prison on the last day of the prison leave by the time noted on the prison leave certificate and in a sober state (subsection 1 of § 86 of the IRP); I have been warned of the liability under § 329 of the Penal Code.
3. I am aware that if I am detained as a suspect of a violation of law or a criminal offence committed during the prison leave, the prison leave will be suspended immediately (§ 87 of the IRP).
4. I am aware that consuming alcohol, narcotics or other drugs is prohibited during the prison leave.
5. I am aware that during the prison leave I will be available at the address of the place of stay noted in the prison leave application and will be at the aforementioned address from 10:00 PM to 7:00 AM while on the prison leave.
6. I am aware that upon arrival in the prison, I cannot bring along other items than those same items (including clothes) that I had upon leaving the prison (§ 15 of the IA, subsection 1 of § 57 of the IRP).
7. I am aware that I am obliged to regularly give notice of myself and call the prison's chief specialist-duty officer on the number 7500800 or on mobile phone 5070583 every day of the prison leave at 10:00 AM and 10:00 PM. To inform the chief specialist-duty officer of the course of the prison leave, my location and to answer the duty officer's questions about other circumstances.
8. In case of an emergency, I am obliged to turn to the nearest police department or call the free emergency call number **112;**
9. I am aware that I will bear the cost of the prison leave (subsection 7 of § 32 of the Imprisonment Act) and in order for cash to be issued to me, I will submit a corresponding application to the administrative department before going on the prison leave.
10. A prison service officer may determine by a directive the places where the prisoner may or must stay during the leave, and the time periods during which the prisoner is required to or must not stay in the determined places, or activities, which are excluded during the leave or which the prisoner is required to do (subsection 4^1 of § 32 of the IA).

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

Annex 11

Prisoner's name ……..……

Cell ……...

Date …..……

PRISON LEAVE REPORT

Departure from Tartu Prison ……...……

Arrival in Tartu Prison ……....……

Activities performed during the prison leave and their results

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

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Signature of the prisoner ……..

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

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Name and signature of the inspector-contact person……..……..

Annex 12

CALCULATION OF THE COSTS OF SHORT-TERM PRISON LEAVE BEFORE DEPARTURE (Amended by No. 1-1/2-25/1 of 21 January 2025, entered into force on 21 January 2025)

(forecast)

The basis for the costs of short-term prison leave is prison leave application No. of prisoner …….. , subsections (2) and (4) of § 80[1] of the internal rules of the prison, and directive of the director of TP No. 1-1/35 of 06.03.2015 'Establishment of cost rates for transportation of prisoners during short-term prison leave'.

Cost forecast:

No.	Description of	Unit	Quantity	Amount (EUR)	Amount (EUR)
		km			
		hour			
				IN TOTAL	

The total costs of short-term prison leave are determined after the short-term prison leave. An invoice is issued after the short-term prison leave based on the actual figures.
I confirm that calculation of costs for short-term prison leave and the price list that forms a basis for the calculation thereof have been explained to me.

Name and signature of the prisoner, date_____"____"_____20___year

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

Name and signature of the prisoner, date_____"____"_____20___year

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

Name and signature of the prisoner, date_____"____"_____20___year

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

Name and signature of the prisoner, date_____"_____"____20___year

The specified amount can also be paid for by persons outside the prison by transferring the money to the bank account of the Ministry of Finance: SEB bank – a/a EE891010220034796011; Swedbank – a/a EE932200221023778606; LHV Bank – a/a EE777700771003813400; Luminor Bank – a/a EE701700017001577198 **ref. 2800083076**. Indicate in the explanation the name of the person in whose name the invoice has been issued, the number of the invoice and for which payment is made.

Prepared by: _____"_____" _____20____
(name, signature, date)

Price list:

1. For leaves, a specially adapted vehicle is used for transport. The cost rate per one kilometre is 0.30 euros. Other vehicles are used in activities related to the maintenance of the prison, and these are used for the transportation of prisoners in extreme circumstances only.

2. Pursuant to subsection 2 of § 80^1 of the internal rules of the prison, the cost rate of short-term prison leave, upon involving the escort team of the prison service, is 6.07 euros per hour per one member of the escort team. The smallest cost calculation unit is thirty minutes.

3. Pursuant to subsection 4 of § 80^1 of the internal rules of the prison, costs are added to the aforementioned costs related to the special characteristics of the specific short-term prison leave, such as ferry tickets, parking fees, paid entrances, or other real costs.

Annex 13

PRISONER'S REQUEST FOR SHOE REPAIR

First name .....

Surname .....

Date of birth ……

Sector / Cell .....……

Please repair my

☐ Shoes ☐

Boots ☐ Sports footwear

☐ Flip-flops

..... ……

……

……

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

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

(which size)

I agree to pay for the costs related to the repair of the footwear from my internal personal account according to the established rate, **1 euro**.

I am aware that shoe repair is not covered by warranty.

Signature .... Date ……

PERMISSION GRANTED/REFUSED

The application was accepted by ……..

(official's name, signature and date)

I have received the footwear

Signature ..... Date .....……..

The person who delivered the footwear

Signature ..... Date .....……..

Annex 14
PRISONER'S APPLICATION FOR SHORT-TERM VISIT

First name .....
Surname .....
Date of birth ……
Sector / Cell .....……

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

1…….

2…….

3…….

4…….

Time requested for the short-term visit:

……...

Signature .... Date ……

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

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

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

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

Annex 15

PRISONER'S APPLICATION FOR LONG-TERM VISIT (Amended with Directive No. 1-1/53 of 04.10.2024, EIF 04.10.2024)

First name .....

Surname .....

Date of birth ……

Sector / Cell .....……

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

1…….

2…….

3…….

4…….

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

……...

Number of the requested long-term visitation room (<u>the prison does not guarantee the receipt of the requested room</u>):

…….

Signature ..... Date ……

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

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

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

Pursuant to subsection 4 of § 25 of the Imprisonment Act, the costs of long-term visits are borne by the prisoner or the visitor.

§ 42 of the internal rules of the prison provides that an application for a long-term visit must be submitted by the prisoner. The application can be submitted from the 20th to the 25th date of the month preceding the month of visit.

§ 45 of the internal rules of the prison provides that a prisoner is allowed to receive at least one longterm visit once in six months.

Pursuant to clause 12.3.2 of the rules of procedure of Tartu Prison, an application for visits must be submitted from the 20th to the 25th day of the previous month of the month preceding the visit.

Pursuant to clause 12.3.3 of the rules of procedure of Tartu Prison, the person applying for a long-term visit for the first time must prove with documents the right to a long-term visit arising from subsection 1 of § 25 of the Imprisonment Act.