

Prison and Probation Centre for Häme and Pirkanmaa

Prison rules for Hämeenlinna Prison

Entry into force on 28 February 2025

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1 § General

These prison rules contain more specific regulations than the Imprisonment Act and the Remand Imprisonment Act and the provisions and regulations issued under the Acts on the movement within the prison area and locking of the premises, wards, arrangements related to visits, telephone use and free time activities, possession of property, and other corresponding individual issues related to the maintenance of prison order and arrangement of activities in the prison.

Prisoners have to comply with the prison rules. A prisoner may be imposed a disciplinary punishment for violating the prison rules provided that the prison rules expressly state that the violation of the rule may be punishable by a disciplinary punishment.

A prisoner may also be imposed a disciplinary punishment if the prisoner fails to obey a request or order issued by an official of the Prison and Probation Service within the official's authority to maintain prison order and security.

These prison rules apply also to the Prison Hospital located within the area of Hämeenlinna Prison.

2 § Moving within the prison area

Prisoners may move and spend time in their appointed activity and workplace, in their own accommodation ward, and in areas appointed for outdoor exercise, meals, and free time activities at times stated in the daily schedule of the ward.

Moving elsewhere in the prison or its area without a permission is forbidden. A disciplinary punishment may be imposed for violating this rule.

3 § Clothing in the prison area

Prisoners must be properly dressed within the prison area. A disciplinary punishment may be imposed for violating this rule.

4 § Locking of the premises and checking the number of prisoners

The cell doors are locked during the times determined in the daily schedule. When the ward is locked, prisoners have to be in their own cells or in other location marked in the checklist of prisoners. The checking of the number of prisoners has to be carried out by opening the cell door so that the condition and state of health of each prisoner living in the cell can be visually observed. If necessary, the staff will discuss with the prisoners separately.

During the checking of the number of prisoners, each prisoner has to stand up facing the staff. Exceptions to this may only be made if the prisoner's state of health prevents the prisoner from standing up. The times, when the number of prisoners are checked, are specified in the daily schedule

If the accommodation ward is open, when the number of prisoners is checked, the prisoners have to go to the corridor of the accommodation ward in a place specified by the staff.

Prisoners are obligated to close and lock the cell doors when they leave their cells. Opening or closing the safety latches on the cell doors is forbidden.

A disciplinary punishment may be imposed on a prisoner for violating these rules.

If a prisoner is not in his or her cell or other specified place, where the number of prisoners is checked, without an acceptable reason when the ward is locked, a disciplinary punishment may be imposed on the prisoner.

5 § Work and free time activities

The work activities arranged in the prison include textile and clothing work, clothing maintenance, and cleaning. In addition, prisoners can work in real estate maintenance. All work activities are educational, which means that prisoners can complete parts of a qualification based on a training agreement. Prisoners who are not placed in work activities are offered activity groups.

In Hämeenlinna Prison, prisoners can complete basic education and general upper secondary education studies or take part in pre-vocational education preparing for vocational studies (Portti). Prisoners who do not speak Finnish as their native language can study Finnish.

In their free time, prisoners can exercise or participate in religious or other activities offered in the prison.

Prisoners can use the prison library services regularly. More precise times for using the library are in the daily schedule of the ward.

6 § Buying foodstuffs in prison

Hämeenlinna Prison does not have a separate prison canteen where prisoners could do their shopping.

Once a week, every prisoner can order products from the Leijona Catering online canteen by using the cell terminal or the online workstations of the prison. Prisoners have to pay with their payment cards via a payment terminal. In addition, prisoners can use the canteen vending machine to make supplementary purchases once a week according to the daily schedule of the ward.

Prisoners in the Prison Hospital cannot make supplementary purchases from the canteen vending machine.

More precise times concerning the prison canteen are in the daily schedule of the ward.

7 § Visits

7.1 § Supervised visits

Visits are arranged on Saturdays at 9.00–9.45, 10.00–10.45, 11.00–11.45, 12.00–12.45, 13.00–13.45 and 14.00–14.45.

In the Prison Hospital, visits are arranged on Saturdays as follows:

- men at 9.00–9.45 and 10.00–10.45
- women at 11.00–11.45, 12.00–12.45 and 13.00–13.45.

Prisoners may be visited by their spouse and children belonging to the same household or at most two (2) other visitors.

Prisoners must book a visiting time for the following weekend by 8.00 on Tuesday morning by using the electronic application form for a supervised visit on the cell terminal.

Prisoners in the Prison Hospital use a paper form, which must be returned by 8.00 on Tuesday morning.

The visitors must report to the prison 15 minutes before the booked visiting time. A visit may be denied if the visitor is late.

Conditions of visits:

- The visitor and the prisoner are not allowed to have any means to take notes or transmit written messages without the permission of the staff.
- The prisoner and the visitor may not touch each other during the visit.
- If a prisoner violates the terms of a visit laid down in the prison rules, a disciplinary punishment may be imposed on the prisoner.

7.2 § Visits by a child

Prisoners may be granted permission to receive a visit from a child under 15 years of age in premises suitable for this, if the visit is necessary to maintain contact between the prisoner and the child and the visit is not against the best interests of the child.

The visit is applied by using the electronic application form for a visit by a child under 15 years of age on the cell terminal. The visit is supervised by the prison's senior instructor responsible for child and family work or another suitable person.

A visit by a child lasts three hours. Visits by a child can be arranged every day.

7.3 § Unsupervised visits

Unsupervised visits are applied by using the electronic application form for an unsupervised visit (family visit) on the cell terminal. Due to the small size of the visiting room, a maximum of six (6) visitors can come to an unsupervised visit at a time.

An unsupervised visit lasts three hours. Unsupervised visits are arranged every day from 9.00 to 12.00 or from 12.15 to 15.15.

If the visitor comes from another prison, a three-hour visit can be arranged between 8.30 and 14.30.

7.4 § VideoVisit system

Prisoners can be granted video communication via VideoVisit with people of their choice. Video communication is applied by using the electronic application form for VideoVisit call on the cell terminal. The application must be submitted by 8.00 on the Tuesday before the requested date. A VideoVisit call lasts 30 minutes. Video communication is arranged on Saturdays and Sundays as specified in the daily schedules.

It is possible to apply for permission for four designated persons to participate in one VideoVisit call. The email address of the person to be contacted must be the same as in the application.

VideoVisit calls are supervised by an official of the prison. The prisoner will receive a notification on their cell terminal regarding the supervision. During a VideoVisit call, the prisoner and the participants must behave as in a supervised meeting. For example, removing clothing or shouting into the call from outside the camera's view is not acceptable and will result in the termination of the call.

Prisoners must provide the names of all participants in the VideoVisit call in advance. They are responsible for ensuring that no persons other than those listed in the application take part in the call. If the official supervising the call notices that there are more people on the screen than listed in the application, the call may be terminated. An exception to this rule may be made for babies held on the lap.

Video communication with children can be arranged also on other days based on application.

In wards 2.1, 2.2 and 3.1/3.3 of the Prison Hospital, video communication is arranged Saturdays and Sundays between 9.00 and 11.25 and between 13.20 and 14.15. The application for the following weekend must be returned by 8.00 on Tuesday morning. The duration of video communication is 30 minutes.

Prisoners are not allowed to have any means to take notes or transmit written messages without the permission of the staff.

A disciplinary punishment may be imposed on a prisoner for violating this rule.

A disciplinary punishment may be imposed on a prisoner for communicating or attempting to communicate with a person not included in the decision on permission.

7.4.1 § Use and misuse of the cell terminal

The messaging system available on the cell terminal Doris operates daily from 7.00 to 23.00. The misuse of the cell terminal means breaking the cell terminal (including the laptop, power cord = charger, internet cable, headphones and mouse), making the personal user identification available to other prisoners, using another prisoner's user identification, taking the cell terminal away from the space (cell) where it is ordered to be kept, and giving the personal cell terminal to another prisoner for use.

A disciplinary punishment may be imposed for misusing the cell terminal.

Breaking the equipment intentionally leads to liability for damages in the following manner: laptop EUR 564, charger EUR 59, headphones EUR 12.50, and internet cable EUR 8. In addition, the head of prison may impose a waiting period before the prisoner gets replacement equipment. Intentionally broken equipment is verified by prison staff.

7.5 § Receiving goods during visits

During visits, prisoners may be allowed to receive a minor amount of such goods or objects, the possession of which is permissible in prison. A small amount is approximately one normal-sized plastic bag (30 litres) of goods. When assessing the quality and quantity of the property to be received, the rules on the possession of property referred to in these prison rules (§ 11) and the limitations of the storage facilities are taken into consideration.

A visitor may bring goods only to the prisoner they are visiting. The visitor must leave the goods to the prison staff when they report to the prison

The staff inspects the goods to be given to the prisoners. The quantity and quality of the goods must be such that the staff can inspect them without breaking them.

Prisoners, who want to give goods to their visitors, must contact the staff of the reception in good time before the visit.

Visitors can bring a maximum of three magazines or newspapers at a time.

8 § Use of telephone

The telephones at the wards are available daily during the times specified in section 12 § Prison wards of these prison rules. The number of calls is limited by the number of available telephone devices and the time available according to the daily schedule. Based on individual consideration, prisoners may also be allowed to make telephone calls at other times than those specified in these prison rules.

All prisoners receive personal telephone codes that are for personal use only and the codes may not be given to another person.

A prerequisite for the use of the telephone is that the prisoner tells the staff the numbers and the names of the people in advance by using the form meant for this purpose. There can be no more than 20 numbers, which are then stored in the telephone system.

A disciplinary punishment may be imposed on a prisoner if the prisoner gives incorrect information about the telephone numbers or the receivers of the calls, gives the personal codes to the use of another person, or uses the personal codes of another person.

9 § Sending post

If a prisoner tries to carry or gives another prisoner for the purpose of carrying a letter or other postal item or a message pass the inspection of the prison post, the prisoner may be imposed to disciplinary punishment.

10 § Smoking and cleanliness

Smoking inside the prison is prohibited. The possession of tobacco product and lighting devices is prohibited at other times except during outdoor exercise. The smoking products of each prisoner are kept separately in a locked storage meant for that.

Smoking is possible once a day during outdoor exercise. At other times, including when participating in activities, smoking is prohibited. A disciplinary punishment may be imposed on a prisoner for acting against this rule.

The order of the furniture in the cell cannot be changed without the permission of an official of the Prison and Probation Service. All goods have to be stored in the cabinets and other storage places.

Pictures, posters, and other objects may only be attached to the notice board hung on the wall in the accommodation room. Damaging the cell or the furniture is prohibited.

A disciplinary punishment may be imposed on a prisoner for attaching the aforementioned objects elsewhere in the accommodation room and for damaging the cell or the furniture

Electrical devices have to be switched off when leaving the cell. Prisoners' personal and the prison's electrical devices and plugs have to be intact. A disciplinary punishment may be imposed for breaking the electrical devices or plugs.

11 § Possession of property

11.1 § Objects and substances the possession of which may be denied

According to chapter 9, section 1, subsection 1, paragraph 1 of the Imprisonment Act, the possession of an object or substance may be denied if it poses a threat to the safety of a person. Besides firearms, edged weapons, blunt instruments, explosives and gas sprays, such objects and substances include also, among others, poisons and aerosol products with propellant gas. In addition, substances posing a threat include chemical compounds that can be used to make explosives, such as hair dyes containing hydrogen peroxide.

According to chapter 9, section 1, subsection 1, paragraph 2 of the Imprisonment Act, the possession of an object or substance may be denied if it is especially suited for damaging property. These include, among others, tools suitable for damaging property.

According to chapter 9, section 1, subsection 1, paragraph 3 of the Imprisonment Act, the possession of an object or substance may be denied if the possession of it is, when taking into account the conditions and the level of supervision in the prison or a prison ward, detrimental to general prison order. These include, among others, the following:

- 1) Devices that are suitable for recording information. These include, among others, computers, cameras, video cameras, MP3 players, and some game consoles. Separate memory devices and devices containing hard drives are prohibited.
- 2) Devices that enable communication via electronic communication. These include, among others, computers, mobile phones, and some game consoles. Objects used for establishing electronic connection and objects the use of which is closely connected to the devices used for electronic communication are also prohibited.
- 3) Devices that are suitable for intercepting and monitoring the radio traffic of authorities or otherwise observing the activities of authorities. These include, among others, radiotelephones and radio traffic detectors. Binoculars and other optical devices suitable for observation are also forbidden.
- 4) Objects that can cause a cleanliness, health, or fire hazard. These include, among others, tattoo equipment, animals, plants and candles.
- 5) Objects that are otherwise detrimental to the public order of the prison. These include, among others, objects used for fighting and escaping, replica weapons, and objects bearing the symbols of criminal organisations and groups.

According to chapter 9, section 1, subsection 1, paragraph 4 of the Imprisonment Act, the possession of an object or substance may be denied if it cannot be inspected without unreasonable difficulty or without damaging it. These include, among others, hygiene and cosmetics products, foodstuffs, and tobacco products that are brought from outside the prison. If prisoners take these products with them outside the prison, the products will not be given back into their possession when they return to the prison. The structure of the objects that are given into the possession of prisoners have to be such that they are not suitable for concealing prohibited objects or substances.

According to chapter 9, section 1, subsection 1, paragraph 5 of the Imprisonment Act, the possession of an object or substance may be denied if it is used as a means of commission of an offence or there are reasonable grounds to suspect that it will be used as such. This may refer to, for instance, a situation where a prisoner uses a typewriter, which is in the prisoner's possession, to falsify documents or commit frauds.

According to chapter 9, section 1, subsection 1, paragraph 6 of the Imprisonment Act, the possession of an object or substance may be denied if the prison has acquired a corresponding object for the use of the prisoner. These include, among others, objects already belonging to the furnishing of the accommodation room and other objects acquired by the prison for the use of prisoners if the prisoner has a real opportunity to use the object.

A disciplinary punishment may be imposed on a prisoner if the aforementioned objects or substances are found in the prisoner's possession.

11.2 § Other factors influencing the possession of objects or substances

Prisoners are only allowed to have a reasonable amount of private property in their possession. The amount of utility articles given into their possession has to be such that they can be stored in the storage spaces of the cell in places reserved for them.

The prerequisites for the possession of an electrical device are that the device is type approved (CE marking), it is intact and it has an identification number.

The seals attached to the device during an inspection may not be removed or damaged. A disciplinary punishment may be imposed on a prisoner for removing or damaging the seals.

Modifying authorised objects so that they are more suitable for being used for acts of violence is prohibited. This refers to, for example, making an article suitable as a blunt weapon or sharpening a toothbrush. A disciplinary punishment may be imposed on a prisoner if such objects are found in the prisoner's possession.

A disciplinary punishment may be imposed on a prisoner if the prisoner tries to bring unauthorised goods to a prison and avoid an inspection.

A maximum of 100 copies of all recordings (including CD, DVD, Blu-ray and game console games), 10 copies of books, and 20 copies of magazines are given into possession at a time.

The rules on the possession of property do not apply to objects and substances that have been given in the possession of a prisoner before the prison rules entered into force. If a prisoner is transferred to another prison, the prison rules in force there at the time of the transfer are applied.

12 § Prison wards

The prison has separate reception wards for female and male patients. Hämeenlinna Prison and the Prison Hospital both have their own isolation wards.

The prison has eight wards for women, a family ward and a ward for young prisoners. The wards are as follows:

- A1 is a ward for sentenced prisoners
- B1 is a community rehabilitation ward
- C1 is a ward for sentenced prisoners
- D1 is a ward for sentenced prisoners
- A2 is a ward for remand prisoners (to secure a criminal investigation)
- B2 is a ward with supported activities
- C2 is a ward for remand prisoners
- D2 is an activity ward for remand prisoners
- family ward
- ward for young prisoners
- travel cell ward / isolation ward
- 3.2 is a ward for fine default and short-term prisoners.

The Prison Hospital has three wards for patients. Wards 2.1 and 2.2 are for patients requiring somatic treatment. The patients of these wards come from all prisons across Finland. Ward 3.3 is a psychiatric ward for women.

Calling times in Hämeenlinna Prison:

A1, A2, C2, B2 and 3.2

- on weekdays: 7.15–15.45
- on weekends: 8.15–15.45

B1, C1, D1, D2 and family ward

- on weekdays: 7.15–19.00
- on weekends: 8.15–19.00

Ward for young prisoners:

- on weekdays: 7.15–19.00
- on weekends: 8.15–19.00

Travel cell ward / isolation ward:

- on weekdays: 7.15–15.45 (at a time specified by the staff)
- on weekends: 7.15–15.45 (at a time specified by the staff)

Calling times in the Prison Hospital:

2.1, 2.2 and 3.3

- on weekdays: 7.15–19.15
- on weekends: 8.15–19.15

For a justified reason, calling is possible also at other times at the discretion of the staff.

13 § Substance use and medication

A disciplinary punishment may be imposed for manipulating or attempting to manipulate a substance use test.

Prisoners are not allowed to use or possess medication without the authorisation of a physician of the Health Care Services for Prisoners. Medication has to be kept in pill dispensers and bags meant for them or other original packaging and unused medication must be returned. Prisoners are not allowed to give medication prescribed to them to other prisoners. A disciplinary punishment may be imposed for violating these rules.

14 § Entry into force

These prison rules enter into force on 26 February 2025 and repeal the prison rules that entered into force on 15 February 2024.

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