


# Living in Detention



## Handbook for New Inmates

7<sup>th</sup> edition





You have just been brought into custody because you are either a remand prisoner or a convict. The decision to place you in confinement is a ruling of the justice system.

As an inmate, you must abide by numerous rules and regulations that differ from those of common law as a result of the restrictions inherent upon deprivation of liberty and living with others.

Being deprived of your liberty means that you are faced with restrictions which, for reasons of security, are compulsory for all inmates. These restrictions include searches and inspections and being prohibited from possessing certain objects.

Collective living also involves complying with rules of life based on respect for others, order and discipline.

Inmates must comply with the provisions of the internal regulations and must obey the officers or agents in authority in the penal institution.

You must comply with the rules and regulations applicable to life while in custody. You also have rights. This handbook explains what they are.

The staff serving in the establishment are there to facilitate your life in custody and answer any questions you may have.

# CONTENTS

## INCARCERATION

- Men p. 7
- Women p. 9
- Minors p. 10
- Using the telephone p. 11
- Contacting a solicitor p. 12
- Criminal status, lodging an appeal, writing to a judge p. 13
- Meeting a director, a supervisor, a CPIP (Penitentiary Integration and Probation Advisor) p. 14
- Suicide prevention p. 15
- Medical service p. 16

## EVERYDAY LIFE

- Money p. 19
- Purchases p. 21
- Personal belongings p. 22
- Hygiene p. 23
- Changing cells p. 24
- Cleaning and arranging your cell p. 25
- Television p. 27
- Radio p. 28
- Computer and IT equipment p. 29
- Books p. 31
- Tobacco and alcohol p. 32
- Drugs p. 33
- Addiction treatment p. 34
- Protecting yourself against HIV/AIDS, hepatitis and STDs p. 35
- Practising a sport p. 36
- Practising a religion p. 37

## RULES OF LIFE

- Inspections, searches p. 39
- Discipline p. 40
- Disciplinary unit p. 42
- Isolation p. 44
- You don't agree p. 46

## LIVING IN A PENAL INSTITUTION

- Writing to one's family and immediate circle p. 49
- Seeing one's family and immediate circle p. 50
- The visiting room p. 52
- Assaults and threats p. 54
- Taking part in a cultural activity in custody p. 55
- Receiving training or education p. 56
- Working p. 57
- Social security, social services and Pôle emploi (Job centre) p. 59
- Voting p. 62
- Access to legal services p. 63
- Sentence reduction p. 64
- Preparing your release and return to society p. 66
- Sentence adjustment p. 68
- Release on licence (LSC) p. 69

## FURTHER INFORMATION

- Index p. 71
- Glossary p. 75
- List of abbreviations p. 78
- Useful addresses p. 79
- Calling a humanitarian number p.

Words followed by \* are defined at the end of the handbook, in the glossary.

# INCARCERATION

# If you are a man

## ■ Step 1:

You will be taken to the Prison Registrar\*. Your identity and the document stating the reason for your incarceration will be recorded, your fingerprints are taken and a picture is taken of you for the biometric records\*. You will be given an inmate number, so that you cannot be confused with another person who might have the same name as you.

This number will be asked of you throughout your confinement. You may also be provided with an in-facility ID card, to be shown to staff members upon request.



# If you are a man

## ■ Step 2:

You will be taken to the changing rooms to hand in your ID papers and any objects you may have on you. You can leave personal documents there (to ensure their confidentiality). You must hand over the documents that show the reason for your incarceration. You must sign an inventory form showing all the items retained. You are searched. Should there be any risk for the safety of property or individuals, this search may be a full-body search\*.

Your money (cash and any other means of payment), ID papers and jewels you have (except for wedding ring, watch, chain or religious object) will be duly recorded and placed in a safe in the accounting office.

You will be entitled to a shower, be issued the necessary toiletries and clean underwear, and be given a warm meal. You will also receive an arrival pack (bed sheets, blanket, hygiene products, dishware, correspondence kit, etc.).

Upon arrival, before any meeting in the visiting room, your family members may bring you linens. You will have a brief meeting with a supervisor.

You may report any health problem, injury, dietary restriction or other problem to him.

You will be placed in a cell for new inmates, alone or with other incarcerated persons. You will be seen by all of the Central Multi- Disciplinary Commission (CPU)\* Departments for an incoming interview and, in particular within 24 hours of your arrival, by a director or a prison officer.

You will, upon arrival, meet with medical staff from the medical unit\* in order to organise any treatment that you may need. At the same time, an overall check-up for drug, alcohol and tobacco consumption, and screening for sexually transmitted diseases will be offered (HIV/AIDS, Hepatitis, sexually transmitted infections and tuberculosis). These examinations are not compulsory. Their results are confidential and are not made available to the prison administration.

For more extensive information about life in detention, you may check the establishment's handbook or the internal rules and regulations, one copy of which can be found in the library.



# If you are a woman

**All of the information contained in this handbook applies to women.**

## **In addition**

In compliance with establishment rules and regulations, you will be detained in an establishment or establishment unit distinct from the men's unit.

Only female prison staff are allowed to search you.

To access the female incarceration area, male staff must receive specific authorisation from the governor.



If you are pregnant, you will be entitled to the appropriate medical care.

Your delivery will take place in a hospital ward.

You may subsequently request to keep your infant with you up to 18 months of age (if you do have legal parental custody). To keep your child beyond 18 months of age, you must file a request with the inter-regional director, who will make the decision based on the opinion of an advisory committee. All decisions regarding your child will be left up to you (and to the child's father, if he is the legal parental guardian).



# If you are a minor

**All of the information contained in this guide applies to minors.**

## **In addition**

You will be detained in a specific accommodation area set aside for those under age 18.

Upon arrival, you will see a supervisor of a minors' unit or the penal institution for minors (EPM). He will inform your parents of how your incarceration will proceed.

The Judicial Youth Protection Service (PJJ) educators will be primarily in contact with your family during your detention.

You will be under the supervision of a team of officers who work solely with minors. They will be your contact points. PJJ educators will also work with your unit or in the EPM.

You will take part in setting out your schedule and will commit to abide by it. It will include schooling hours, training, sporting activities and social and cultural activities.



You will have a television in your cell.

In the evenings, you may watch it only up to the time specified in the internal rules and regulations.

You may not smoke, even in your cell.

Should disciplinary action be taken against you, your parents or legal guardians will be informed - they will specify whether they wish for you to receive the assistance of a solicitor or an approved representative.

The Children's Court judge has power to rule on any matters regarding you.

When it comes time for you to return to society, PJJ educators can help you.

When preparing to leave incarceration, you may request a meeting with the Children's Court Judge.

# Telephone

From the dedicated “phone-spots” or phone booths:

## **You may**

- make a phone call free of charge, within your first hours of incarceration, if you are newly arrived;
- use the telephone to contact members of your family, whether you have been convicted or only accused;
- contact other parties in order to prepare your return to society.

If you have been convicted, you must obtain the authorisation of the governor; if you are still to stand trial, you must obtain the authorisation of the legal authorities. You will be assigned a personal access code and will be required to pay the price of the call. The rules and regulations set out the authorised frequency and duration of your calls.

All of your telephone conversations may be monitored and recorded, except those between you and your solicitor, the Inspector General of Places of Confinement, and some helpline services.

- 105: Hepatitis Info Service
  - 106: Doping helpline
  - 107: Drugs info services
  - 109: AIDS info services
  - 110: ARAPEJ legal information
  - 111: Red Cross Inmates Helpline (CRED)
- Calls made to these helplines are free and confidential (see p. 82).



## **You may not**

- make statements on the telephone that jeopardise safety and order in the establishment.

Your telephone conversations may be terminated if they are deemed hazardous for the establishment or individuals.

You may also be subject to disciplinary proceedings if you do not comply with these rules.

# Contacting a solicitor

## ■ You may

- freely write to your solicitor by sealed letter – this letter is confidential;
- reach a solicitor by phone. Conversations are confidential;
- receive, from your solicitor, provided the judge's approval, copies of documents relating to your proceedings, through the Registrar\*;
- receive, from your solicitor, a copy of documents relating to your sentence adjustment proceedings;
- receive the visit of a solicitor on the days and during the hours set out in the establishment's rules and regulations. The meetings are confidential.
- request assistance or representation by a solicitor when the administration plans an unfavourable decision on your rights (visits, confinement, etc.), except when the said decision results from a request on your part;
- request the assistance of a solicitor if you are seeking sentence adjustment.

## ■ You may not

- send personal letters or objects via the solicitor.



## **If you do not have a solicitor**

- if you do not know any solicitors:

request an appointed solicitor from the President of the Bar of the Regional Court (tribunal de grande instance, TGI) with authority over your case check the list of solicitors posted at the Prison Registrar\* and in the Detention Centre.

- if you wish to name a solicitor whom you know:

contact the person directly by mail;

if necessary, request legal assistance from the TGI with authority over your case.

The Penitentiary Integration and Probation Department can help you in this process.

## **Prior to the ruling,**

- the investigating judge, judge on release and detention (juge des libertés et de la détention, JLD) and the investigating chamber of the appeals court have the power to decide on release, where applicable;
- the investigating judge is in charge of investigations on your case prior to the ruling;
- the sentence enforcement judge (juge d'application des peines, JAP\*), has authority on all matters regarding the sentence's actual enforcement and the measures that apply to you (temporary release, semi-custodial arrangements, parole, additional sentence reduction, etc.);
- where minors are concerned, it is the Children's Court judge which has the power to rule.

## **After the ruling,**

should need be, the Prison Registrar\* can tell you which judge is responsible for your case.

## **■ You may**

- within ten days after your ruling, notify the Prison Registrar\* that you wish to file an appeal;
- within five days after your ruling by a Court of Appeals, notify the Prison Registrar that you wish to file an appeal on a point of law;
- write to the public prosecutor, the Judge on Release and Detention or the Sentence Enforcement Judge\* by sealed letter;
- if you are convicted, you may request a hearing with the sentence enforcement judge to tell him of your post-release plan or your time in custody;
- file a request with the Prison Registrar to see your criminal status.

## **■ You must**

- write to the Prison Registrar for all information regarding your criminal status. You may request help from the officer, the senior staff member or an integration and probation officer if you have trouble understanding.

# Meeting a director, a supervisor, a CPIP (Penitentiary Integration and Probation Advisor)

## ■ You may

request a meeting with the head supervisor, building supervisor, incarceration supervisor, governor or penitentiary integration and probation supervisor in charge of your case.

## ■ You must

file a written request, specifying the reason for the meeting sought.

If you are unable to write, explain your request to the officer, who will notify the relevant party.

If a person from your immediate circle wishes to meet with the governor or a SPIP member, he may make a request to this effect in writing, specifying the reason for the meeting sought.



# Suicide prevention

You have just entered incarceration. You may, in this situation, experience great solitude, and feel sadness and be overwhelmed. You may also go through very difficult periods of time, during which you lose hope.

If this happens, possibly concurring with thoughts of suicide, seek help from the professionals (surveillance staff, administration, SPIP, care providers, instructors, etc.) and volunteers (prison visitors\*, chaplains, etc.) around you. They are trained to give you the assistance you need, even when you are feeling in deep despair.

In some establishments, there are also co-inmates in place, ready to provide support to those who need to talk.

Asking for help, having the strength to speak about it, is the first step in recognising your suffering.

# Medical service

In all penal institutions, healthcare is provided by a medical unit (MU)\*.

It is made up of doctors, nurses, dentists, administrative personnel.

The MU also provides psychiatric care, unless there is already a Regional Medical/Psychological Department (SMPR)\* in the establishment.

Consultation days are listed in the establishment's rules and regulations.

If necessary, specialised treatment or further examinations may be carried out in the affiliated public hospital.

Planned hospitalisations of a period in excess of 48 hours are organised for penal institutions in France in one of the 8 inter-regional secure hospital units (UHSI) or in the national public healthcare establishment in Fresnes. Individuals incarcerated in a penal institution abroad are cared for in the affiliated hospital.

Full-time hospitalisations, that are freely agreed for a health problem, are organised in a specially equipped hospital unit (UHSA).

Healthcare and treatment are provided free of charge.

The medical unit offers equivalent healthcare to that offered outside.

The doctors and all healthcare professionals working in the prison are independent from the prison administration: they do not report to the prison authorities and are bound to medical secrecy rules. They are public sector hospital workers, employed by the hospital centre closest to the establishment.



## **You must**

- undergo examination at a medical consultation as soon as possible following your incarceration.
- come to scheduled medical appointments on time



# Medical service

## ■ For your benefit, you may

- request a meeting with a healthcare professional, by writing to the medical services by sealed letter. A mailbox is reserved for requests for an appointment. Mail is collected by a member of the healthcare staff. It is confidential and not monitored. You may also contact a member of the prison staff to convey your request;
- report any medical issue or on-going treatment to the physician (heart disorders, neurological disorders, visual disorders, previous hospital stays, etc.), in order to ensure better care during incarceration;
- ask the medical staff to put you in contact with specialised associations;
- ask your outside doctor to contact the establishment doctor;
- receive a medical check-up during the month prior to your release.



## ■ In the event of an emergency, you must

- notify the officer. He will call in the care providers present in the establishment and, if necessary, an emergency medical service. The officer must call upon the senior officer, during the night, to open the cell door.

**EVERYDAY LIFE**

# Money

Upon your arrival, a personal account will be opened in your name.

All incoming and outgoing funds will be recorded on the account.

The money you have upon arrival and which you receive each month is divided into three segments:

- available segment,
- release earnings
- and plaintiff compensation.

The first EUR 200 paid to your available segment shall form the monthly sustenance stipend (**provision alimentaire mensuelle**, PAM). It is not subject to any automatic deduction and thus remains at your disposal, for use for the canteen\*, for example.

If you receive more than EUR 200 during any given month, the surplus amount also goes toward your available cash, once the accounting department has deducted:

- 10% for your release earnings. These earnings are intended to facilitate your return to the mainstream upon release
- another percentage to reimburse the “plaintiffs”, which will depend on what you receive (the more money you receive during the month, the more you will reimburse):

➔ up to EUR 400: 20% deducted on the segment between EUR 200 and EUR 400

➔ up to EUR 600: 20% deducted on the segment between EUR 200 and EUR 400 and 25% deducted on the segment from EUR 400 to EUR 600,

➔ over EUR 600: 20% deducted on the segment between EUR 200 and 400, 25% on the segment from EUR 400 to 600 and 30% on the segment above EUR 600.

## ■ You must

compensate the victims of the violations of which you have been convicted.

## ■ You may not

hold any cash, cheque book or payment card while in detention.

## ■ You may

- receive money by bank transfer or by money order from your family, holders of a permanent visit permit or persons duly authorised by the governor.

They may make the bank transfer from their home (online) or through their bank branch.

As regards the money order, they must file it with the postal bank.

- send money by money order to your family, with the approval of the prison governor;
- make voluntary payments to compensate the plaintiffs;
- place money in reserve in your plaintiff's compensation segment to provide for the future compensation of your plaintiffs (including if you are still a remand prisoner or waiting your judgement on civil interests);
- open a savings account (or maintain the one you already had) and make payments to it from the available part of your account via the superintendent of the establishment (**régisseur**);
- give proxy to a member of your family for all outside bank transactions, or continue to personally handle your account with the outside world (unless the court ruling denies you this right);
- should any problems arise on the account opened in your name, write to the Head of the Accounting Department.

## ■ You may not

- make any voluntary payments toward your release earnings;
- receive money in a letter;
- receive money in the visiting room.

# Purchases

Purchases are to be made through the canteen\* service.

Canteen vouchers for everyday purchases are handed out (personal hygiene products, food, tobacco, newspapers, cleaning products).

Orders and in-cell deliveries take place in accordance with a weekly schedule (see establishment rules and regulations).

The cost of your purchases is deducted from the available cash on your account.

**If you are recognised as having inadequate financial resource, the Central Multi-Disciplinary Commission (CPU) can provide assistance in kind and in cash.**

**To be recognised as having inadequate financial resources, you must have less than EUR 50 in your personal account in the current month and over the preceding month, and not have spent more than EUR 50 during the current month. However, if you refuse a paid activity proposed by the CPU, any financial assistance may be suspended.**

## ■ You may

- warn and meet with the establishment's Penitentiary Integration and Probation Department to assess your situation.

## ■ You may not

- receive an advance or loan for your purchases via the canteen\*.



## • Personal belongings

### ■ You may

- keep a wedding ring and necklace with small religious medallion on you;
- keep your watch, unless you wish to place it with your other jewellery in Accounting or have it entrusted to your family;
- keep any object purchased through the canteen\*, provided space in the cell allows and subject to the establishment's internal rules and regulations;
- keep your own clothing provided space in the cell allows and subject to the rules and regulations (hooded apparel and apparel resembling staff uniforms are prohibited in detention);
- keep photographs of your family, unless they are ID photos;
- keep any items or documents necessary for your training;
- keep your personal creations, provided space in the cell allows, unless you wish to have them placed in the cloakroom or have them entrusted to your family.

### ■ You may not

- keep your ID papers;
- keep overly cumbersome items or items in excessively large quantities;
- keep jewellery (other than your wedding ring and necklace with religious medallion), and other effects (payment cards, cheque books...).
- keep a document showing the reason for your incarceration.



# Hygiene

## ■ You may

- upon arrival, be given a toiletries kit, containing bodily hygiene products, and a kit for cleaning your cell;
- be granted at least 3 showers per week and, to the extent materially possible, after participating in sporting activities, when returning from work, and prior to each exit from the establishment;
- have clean laundry made available to you in the visiting room (sheet, blanket, pillowcase, towel, etc.);
- ask people from your immediate circle to bring you clean linen.



## Should you not have sufficient resources,

## ■ You may

- obtain clothes in particular for sport or work;
- have bodily hygiene products supplied to you regularly and products to clean your cell.



# Changing cells

Your assignment to a given cell is determined by the governor. It may be based on your work, vocational training, schooling, health condition, criminal status, etc.

## ■ You may

- write a letter to the building head, explaining why you are asking to change cells or make a verbal request;
- write to the director to request placement in confinement, providing grounds for your request.

## ■ You may not

- refuse to enter your cell. **This is construed as a violation of the disciplinary code.**





# Cleaning and arranging your cell

## ■ You must

- keep your cell clean and tidy;
- ensure that the equipment provided to you by the administration is kept in good working order and make use of it only for its intended purpose;
- report any material deterioration in the cell.

Any intentional damage will subject you to disciplinary action;

- abide by the rules set by the governor, as to the occupation, use of floor space and furnishing of the cell: leave the windows easily accessible so that they may be inspected and do not place objects in such a way that they might hinder access to the cell;
- comply with the terms for using the waste bins provided by the administrator and, in particular, the selective waste sorting rules.

## ■ You may

- purchase 12° bleach via the canteen\*, in addition to that provided to you free of charge every two weeks;
- store your personal belongings and canteen purchases, provided space in your cell allows;
- put up pictures or photos, solely on the boards in line with the procedures set out in the establishment's rules and regulations;
- arrange your cell in accordance with the procedures set out in the rules and regulations.

## ■ You may not

- hang your laundry on the window bars;
- obstruct the cell door spy hole;
- modify the electrical wiring;
- make any artisanal stoves;
- throw waste out the window;
- smoke elsewhere than in the cells designated for smokers and in the exercise yard;
- damage public areas.

## Cleaning and arranging your cell

Upon assignment to and upon leaving a cell, you will be convened to an inspection to verify the condition of the cell and furnishings. The condition of the equipment and the linens issued to you is checked regularly. Negligence or failure to keep your cell and the equipment issued to you in good condition is a violation of the rules and may subject you to disciplinary action.

The same is true if you throw waste out of your window.



# Television

## ■ You may

- have a television. approval for this is to be sought following the procedures set out in the establishment's rules and regulations.

## ■ You must

- return the television set in good working order, failing which you shall be required to pay for the repairs;
- keep the television set in the place provided for it in the cell;
- turn off your television set upon leaving the cell.

The television set will be provided to you in exchange for an amount deducted directly from the account opened in your name. The establishment's rules and regulations state the rental price.

Inmates held without adequate resources, minors and new-arrivals will have free access to television.

Any damage to or unauthorised use of the television shall subject you to disciplinary action, and/or removal of the set should a repair prove necessary or if the set is no longer in working order.

In establishments set aside for minors, the rules and regulations specify by which time the television should be turned off.

# Radio

## ■ You may

- purchase a radio from your establishment's canteen\*, along with hi-fi equipment, through the special canteen with the approval of the governor.
- have a radio issued to you by the prison administration when you are in the disciplinary unit.

## ■ You may not

- be in possession of devices capable of recording or receiving messages from the outside; the establishment's rules and regulations list the objects prohibited in the cells;
- change the wiring of the devices;
- leave the volume of your television or radio on too high such that it disturbs the other inmates. Failure to comply with this rule will subject you to disciplinary action.

# Computer and IT equipment

## ■ You may

- purchase IT equipment under certain conditions, through the special canteen\*; prior to the purchase or use of computer hardware, you must without exception secure approval from the governor;
- after inspection by the prison staff, swap non-modifiable computer media with other inmates (games on CD, films on DVD...);
- have wrapped materials such as CDs, audio and video DVDs from publishers provided to you in the visiting area, subject to inspection by the prison administration; any other material is prohibited;
- keep CDs and DVDs from commercial suppliers in your cell, provided that they have been stamped and marked by the prison administration.

## ■ You may not

- pass IT media (CD, DVD, etc.) to the outside;
- be in possession of technologies that can be used to record or send digital information to the outside world from a computer, in particular wireless communication technologies (Bluetooth), as well as memory card readers and writers;
- play online or be in possession of video-game consoles equipped with wireless technologies (Wi-Fi, Bluetooth, infrared, etc.), whether in the cell or in the activity room,
- access the Internet from your cell;
- keep on a storage device any documents other than those in relation to socio-cultural activities, personal education or vocational training; all such equipment and the data they contain are subject to inspection by the administration.

# Computer and IT equipment

Security seals will be placed on any computer hardware in a cell or in the activity room.

Inappropriate use of computer equipment will subject you to disciplinary action and your IT equipment may be taken from you.

The governor may revoke approval, in the event of equipment deterioration or removal of a security seal.

The removal of the equipment or revoking a use permit for a given length of time, is done pursuant to disciplinary proceedings.



# Books

## ■ You may

- freely access the library, during the hours posted in your building; you will find there the establishment's rules and regulations, legal publications, novels, magazines, comic books and dictionaries;
- exchange and loan of books of your own with other inmates;
- purchase newspapers or books through the canteen\*;
- have paperback books brought to you in the visiting room, in accordance with the terms set out in the rules and regulations.

## ■ You must

- keep the books in good condition: you are personally responsible for the books you borrow from the library.
- In the event of damage to a book, you may be asked to reimburse it;
- return books to the library or to the officers before leaving the establishment.



The Minister of Justice and Liberties or the Prison Governor may prohibit inmate access to publications containing serious threats to personal or establishment security, or slanderous or defamatory comments or signs with respect to the prison staff or inmates.

# Tobacco and alcohol

## ■ You may

- smoke cigarettes in smoking cells and on the exercise yards (unless you are a minor);
- ask the governor to place you in a non-smoking cell.

## ■ You may not

- drink alcohol while in prison;
- make alcohol;
- smoke in the hallways or collective facilities.

Smoking e-cigarettes in prison establishments and services is authorised under the same conditions and limits as those applicable to tobacco use. E-cigarettes can be bought through the canteen. Sale to minors is prohibited.

The ban on alcohol is without exception, in the areas reserved for minors and in penal institutions for minors.



Being inebriated, being in possession of alcohol or attempting to sell alcohol are all considered violations of discipline.

Failure to comply with the ban on smoking may subject you to disciplinary action.



# Drugs

It is prohibited to bring in or consume drugs while in detention, as is the case in society.

Police inspections are carried out on a regular basis and unannounced, during visiting hours.

Being in possession of drugs is a criminal offence which will be reported to the public prosecutor. It is also considered a severe violation of rules and can lead to your being placed in the disciplinary unit.



# Substance abuse treatment

Incarceration may prove the opportunity for you to undertake treatment to lower or cease your consumption of psychoactive products such as tobacco, alcohol or drugs.

A centre for addictology treatment, support and prevention (CSAPA) operates within the establishment, in connection with the medical unit\*.

Associations specialised in providing care for addictions operate in many penal institutions.

## ■ You may

- receive a complete health check-up upon arrival;
- request that the medical unit\* doctor provide you with drug cessation or substitution treatment; nicotine substitutes may be made available to you free of charge if your state of health justifies it;
- request the assistance of a psychiatrist or a psychologist, from the medical unit;
- ask the Penitentiary Integration and Probation Department or healthcare staff to put you in contact with specialised associations;
- request information and contacts at the health and social offices in the outside world, in preparation for your release.



# Protecting yourself against HIV/AIDS, hepatitis and STDs

Condoms are made available by the penal institution free of charge.

You may also request condoms from the medical unit (MU\*).

The administration provides a bottle of 12° bleach every two weeks. This will enable you to decontaminate any objects that might come in contact with blood (razor, needle, shaver, etc.). The medical staff on-site will explain to you how to proceed. As to objects which you cannot clean using bleach (a toothbrush, for instance), the best way to protect yourself is to refrain from sharing them.

If you have any questions about HIV/AIDS, hepatitis or sexually-transmitted diseases (STDs), do not hesitate to request an appointment with the medical unit. Care providers will be present to explain to you the different means of transmission. In certain establishments, you can also meet with associations to discuss this.

■ **You may** call upon the medical unit at any time to have further screening done, under fully-confidential conditions.

# Practising a sport

## ■ You must

- sign up with the sports instructor or officer;
- be able to show medical certification from the medical unit\* indicating that you are fit to engage in sport;
- dress appropriately and have a towel in the weight-training room;

## ■ You must not

- go absent without reason, failing which you will be removed from the list of those who have signed-up;
- engage in violent or aggressive behaviour.



## ■ You may

- ask the officer for information about the various sports offered by the establishment and/or ask for assistance in drawing up a written request;
- request sportswear if your resources are acknowledged as being inadequate;
- become part of a national sporting club if your establishment is home to a chapter of the said club.

The rules and regulations contain a list and schedule of the sporting activities offered.

As for minors, sporting activities are included in their schedule. Under-age remand prisoners below the age of 16 may not take part in sporting activities with adults. Other minors may do so with the approval of the prison governor.

# Practising a religion

Upon arrival, you will be informed of your right to receive the visit of a chaplain and to take part in religious meetings. If no chaplain of your denomination has been approved within the establishment, you may nevertheless inform the management that you would like to benefit from spiritual guidance.

## ■ You may

- engage in the form of worship you choose, individually in your cell, in the rooms set aside for this purpose, in the presence of the chaplaincy personnel;
- take part in the denominational meetings or services held by the chaplaincy personnel;
- meet with a chaplain without any officer present;
- maintain correspondence with the chaplains and chaplaincy volunteers approved by the establishment by sealed letter;
- keep and receive the religious objects required for your spiritual life, unless they are in violation of the safety regulations;
- be able to buy faith-based foods through the canteen\*;
- wear religious attire in your cell and in inter-denominational rooms;
- receive religious parcels or benefit from special canteen arrangements during religious holidays.

If you are placed in a disciplinary unit or segregation unit, you may continue to receive visits from the chaplain and to correspond with him/her. You may also keep the objects and books required for your religious practice.

## ■ You may not

- take part in any event of a religious nature aside from individual worship or group worship in the places and at the times specifically designated for this purpose;
- pressure other inmates to convert to your religion;
- wear religious attire in collective facilities.

# **RULES OF LIFE**

# Inspections, searches

Rub-down or full-body searches may be conducted whenever there is information giving reason to suspect - risk of escape; the arrival, exit or circulation during incarceration of prohibited objects or substances for those deemed hazardous to personal safety or order in the establishment.

Internal body probes, which may be ordered by the Public Prosecutor and are carried out by a physician, are possible whenever you are suspected of having integrated substances or objects, or having hidden them inside your body.

Such inspections must be conducted with full respect for personal dignity

## ■ You must

- submit to all inspection measures implemented to maintain order and safety in the establishment (use of a metal mass detector, rub-down or full-body searches, internal bodily investigations).

The surveillance personnel conduct, during inmate absence, frequent and thorough searches of each cell.

Objects encumbering the cell and, as a result, hindering or delaying safety inspections, shall be placed in the cloakroom.



# Discipline

The establishment's rules and regulations inform you of the main rules governing institutional living, violations and disciplinary action provided for by the Criminal Proceedings Code.

It also informs you of the disciplinary procedure applicable to your situation and possible recourse.

In the event of failure to respect any of these rules (respect for establishment personnel and other inmates, hours, dress code, objects in cell, workshop or activity working procedures etc.) you may be subject to disciplinary proceedings.

The officer records the violation in writing, and sends it to the relevant personnel.

After investigation, the governor takes a decision regarding your summons to a disciplinary hearing. In this event, you will receive written notification of the violations of which you are accused and the date of the summons at least 2 days prior to your appearance date.

A copy of your disciplinary file will be sent to you at least 24 hours prior to the hearing.

In the event of a serious violation, you may be placed in the disciplinary unit, for preventive purposes (prior to appearing before the disciplinary committee). This preventive detainment may not exceed two working days. Should the final day occur on a Saturday, Sunday, bank holiday or non-working day, your placement will be extended to the next working day.

**Should you be called before the disciplinary committee,**

**■ you may**

- present your case orally or in writing;
- seek the assistance of a solicitor, free of charge;
- meet with the solicitor, who will assist you prior to your hearing before the disciplinary committee;
- ask that witnesses be heard. The President of the Committee will decide whether they should actually be heard;
- request an interpreter, if you do not speak French.



# Discipline

Possible sanctions applicable in the event of violation include:

- ➔ warning;
- ➔ revocation of right to receive money (2 months maximum);
- ➔ suspension of canteen privileges\* (2 months maximum) ;
- ➔ suspension of right to hold a specific device (1 month maximum);
- ➔ suspension of a specifically-granted activity;
- ➔ solitary confinement in cell (1 to 20 days, 30 days in the event of violence);
- ➔ placement in disciplinary cell (1 to 20 days, 30 days in the event of violence);
- ➔ other sanctions in connection with the violation (suspension or downgrade, visitation cell with 2-way communication device, cleaning duty).

**If you are between the ages of 16 and 18, you may be sanctioned in accordance with the seriousness of the violation, not to exceed 7 days of confinement in an ordinary cell, or 7 days in a disciplinary cell.**

**If you are under the age of 16, you may not be sanctioned or be placed in a disciplinary cell, nor may you be deprived of vocational training or schooling, or have duty suspended. However, you may be punished with up to 3 days of confinement, for the most serious violations.**

**Minors may also be sanctioned by a good order measure (MBO) in particular - suspension of canteen privileges, suspension of television privileges, suspension of recreational or sporting activity rights.**

## ■ **In the event of disciplinary sanction, you may**

- appeal against the decision before the inter-regional director of prison services, then before the administrative court (see p.47).

# Disciplinary unit

Depending on the nature and seriousness of the violation, disciplinary cell placement may last up to 20 days.

In the event of violence, this period can be extended to 30 days.

An interview will be held with the supervision staff each time you are placed in the disciplinary unit. You will be provided with a brochure listing your rights and responsibilities.

In the disciplinary unit, you will be seen by the doctor at least twice per week. Personal belongings kept in the cell are limited to the day-to-day needs for the time you are in the disciplinary unit.

## ■ You are entitled to

- at least one 1-hour walk per day, alone. If possible, the walk will be split over two periods during the day;
- keep your toiletry items, or if necessary hygiene products may be provided;
- have a shower at least three times a week;
- request a change of clothes each day;
- request cleaning products for your cell;
- smoke (unless you are a minor);
- request books or newspapers from the library;
- write and receive mail;
- make one telephone call per seven-day period;
- exercise visiting rights once a week;
- request a radio and listen to it;
- meet your lawyer;
- meet your Consul, Human Rights Commissioner or Inspector General of Confinement;
- ask to meet a representative of prison administration;
- meet with a member of the Penitentiary Integration and Probation Department;
- meet with the healthcare staff;
- meet with a chaplain;

# Disciplinary unit

- keep and receive, in your cell, the objects and books required for your religious observance;
- ask to meet the JAP\*.

## **You may not**

- communicate with the other inmates;
- benefit from activities organised by the establishment (including sporting activities);
- have a television;
- use the canteen service (except hygiene, tobacco and correspondence-related products);
- go out on group walks;
- have a cigarette lighter;
- have a razor - it is provided when requested and removed after use.

**Only minors aged 16 and above are subject to disciplinary cell placement and the sanctions are shorter than those of adult inmates (see p. 41).  
Visiting times are more numerous and teaching and training activities are maintained.**



# Solitary confinement

You may be placed in solitary confinement for preventive or security-related reasons, either at your request, or upon decision by the prison administration, or upon decision by the investigating judge or the liberties and custody judges responsible for your case if you are a remand prisoner. The Prison Administration is not obliged to respond favourably to your request

When you are placed in solitary confinement, whether at your own request or upon the initiative of the prison administration, or by order of the judge (judicial isolation).

## ■ you may

- make written or verbal observations prior to the ruling, unless under emergency circumstances, prior to the decision to place you in isolation or extend the measure by the ruling authority, and receive the assistance of a solicitor. In this event, you will be granted legal counsel free of charge;
- if you are placed in isolation at your own request, you may also make written or verbal observations, and receive the assistance of a lawyer and legal support, before the ruling is made to remove you from isolation;
- maintain full rights in terms of access to information, relations with the outside world, correspondence, worship (individually), or use of the bank account open in your name. These rights are subject to modification, however, in order to prevent contact between inmates in isolation and the rest of the incarcerated population;
- regularly meet the management, command and supervision, and the integration and probation personnel;
- talk to a doctor and benefit from a medical examination at least twice a week;
- use the canteen service, subscribe to the magazines of your choice, rent or buy a television;
- be granted walks in a specific courtyard, in principle alone;

# Solitary confinement

- practise a sporting activity within the segregation unit;
- take correspondence courses;
- have access to reading material
- benefit if required from the assistance provided to individuals without adequate resources.

## ■ You may not

be placed in a cell with another inmate.



# Should you have a grievance

The establishment's rules and regulations provide the list of judiciary and administrative authorities to which you may write by sealed letter.

## ■ You may

### ➔ In order to appeal a decision made by the governor

- ask to have the grounds for the ruling explained to you;
- ask the governor to reconsider a ruling;
- write to the inter-regional director if you are not satisfied with the response, particularly if you have been placed in confinement;
- write to the head of the inspectorate of prison services at the prison Administration or the Minister of Justice and Liberties, if you are not satisfied with the response from the interregional director;
- in a sealed envelope, write to all of the establishment's departments.

### ➔ If the problem relates to the execution or the enforcement of your sentence,

- write to the legal authorities (sentence enforcement judge, public prosecutor, investigating judge, judge on liberties and incarceration, Children's Court judge if you are a minor).

### ➔ If the question relates to your health

- write to the director of the hospital to which the UCSA\* is connected, the physician inspectors from the Regional Health Agency (ARS) as well as the head of the national inspectorate on social affairs (IGAS).

### ➔ In the event of a serious problem regarding the establishment's workings

- write to the Head of Inspection of Prison Services, at the Prison Administration.

# Should you have a grievance

## ■ You may also

- write to the President of the Establishment Assessment Committee (prefect or underprefect);
- write directly to the Human Rights Commissioner;
- write to the General Inspector of Confinement Centres to inform him of any events or situations that violate fundamental human rights. The Inspector may also talk to inmates confidentially, during his visits to the establishment.
- write to the Chairman of the Committee on Access to Administrative Documents;
- file a complaint by writing to the Public prosecutor to bring a criminal offence to his knowledge;
- exercise recourse before the administrative court against the prison administration decisions regarding you.

Should you be **in disagreement with a disciplinary sanction**, you must first file an appeal with the inter-regional director, within 15 days, from the date on which you are notified of the ruling. The inter-regional director shall have one month to respond. Lack of response shall be considered a rejection of your request. In such event, you may turn to the administrative court.

- seek appeal before the European Court of Human Rights, after having exhausted all other forms of recourse in France.

All of the above correspondence, provided it clearly bears the name of the addressee, will remain uninspected by the administration.

# LIVING IN A PENAL INSTITUTION



# Writing to your family and immediate circle

Upon arrival, you are provided with a "correspondence kit" (paper, envelope, stamp and pencil). Mail is picked up every day, by the officer. The schedule is set out in the establishment's rules and regulations. All mail is checked by the administration (except confidential correspondence, see p. 46-47).

**If you are a remand prisoner**, the judge having ruled on your incarceration may request that the mail be sent to him for a prior check (resulting in longer mail delivery times), and may restrict your rights to written correspondence. Mail written in a foreign language may be translated by the administration.

## ■ You may

- send and receive mail every day;
- ask your correspondent to send you stamps, envelopes, stationery and daily planners;
- receive photographs of your family, (unless they are ID photos);
- request a volunteer pen pal (Courrier de Bovet);
- have a package brought to you in the visiting room, for the end-of-year holidays;
- receive any and all documents relating to family activities, such as your child's report card.



## ■ You must

- provide your correspondent with your inmate number, cell number and exact address of your establishment;
- list your name and inmate number on the back of the envelope;
- leave the envelope open, unless it is a letter for your lawyer, the magistrate, the administrative authorities (see pages 46-47), the medical unit, or the chaplain.

## ■ You may not

- receive money in your written correspondence

# Seeing your family and immediate circle

Visiting days and hours are listed in the establishment's rules and regulations. Remand prisoners may receive at least three visits per week, while convicts may receive at least one visit per week.

## ■ You must

### **If you are a remand prisoner**

- tell the person wishing to see you to file a request for a visiting permit with the relevant judge, generally the investigating judge dealing with your case. If you do not know who the relevant judge is, the penal institution staff can inform you.

### **If you have been convicted**

- tell the person who wishes to come to see you to file a request for a visitation permit with the establishment head. The visiting permit is a right for family members. The request cannot be denied except for peace and security reasons or in connection with preventing violations.



# Seeing your family and immediate circle

If the person is not a member of your family, the visiting permit may be refused for peace and security reasons or if deemed inimical to your social re-integration.

All visitors are required to show supporting documents. The list is provided by the establishment. An investigation may be requested of the civil or military police. The response may require additional time.

Children require an individual visiting permit and must be accompanied by an adult who also has a permit to visit you.

You may ask the SPIP to assign you a prison visitor so that your child may visit you. Your request will be reviewed in consideration of the child's interests.

Prison visitors\* are volunteers who come to the establishments to offer assistance and support. You may ask the SPIP to assign a prison visitor to you.



# The visiting room

## ■ You may

have the following brought to you.

- laundry items and shoes by your family. Exchange of laundry items is allowed, under the conditions set out in the establishment's rules and regulations;
- books, new CDs or DVDs under the conditions set forth in the establishment's regulations;
- documents relating to your family's activities and parenting (family civil records, child's report card, school liaison notebook etc.),
- small medical devices that you had before entering prison (hearing aids, brace, etc.), subject to the approval of the medical unit.
- board games (provided they do not contain metal parts over 10 cm long or objects that are prohibited by the Code of Penal Procedure or the establishment's rules and regulations)
- paper planners, stationery, envelopes and postage stamps.

## ■ You may not (unless specifically authorised)

- bring in or keep any object, letter or paper on you during visits, except any documents relating to your family's activities and the comic books explaining detention to children. Likewise, visitors are required to place any bags or objects in a locker at the entrance to the visiting room;
- receive any tobacco, sweets, drinks or any food product;
- have any magazines or periodicals brought to you;
- have any medicines brought to you (tablets, creams, etc.). Only medicines distributed by the medical unit\* are authorised in prison.



# The visiting room

- The visiting room is subject to the officer's visual surveillance.
- Any visitor found in possession of a product prohibited by law shall be reported to the police and public prosecutor. The visiting room shall be suspended, initially, and the governor or magistrate will review the permit and visiting conditions.
- Any banned object exchanged in the visiting room entitles the officer to suspend visiting until the relevant authority hands down its ruling.
- Any aggressive behaviour shall cause visiting rights to be suspended and is punishable by disciplinary action.
- Visually subjecting others to acts that may offend decency is a violation of discipline.
- At the end of visiting, the inmate may be searched.
- To prevent any incidents, visiting may take place in an area with a separation system (two-way communication device).



# Assaults, threats

## ■ You must not

- remain silent should you or another inmate be assaulted.

## ■ You must

- notify the officer or integration and probation staff of any assault or threat;
- if the problem is serious, request an emergency meeting with the supervisory staff;

## ■ You may

- write (in sealed envelope) to the Public prosecutor to notify him of the facts and file a complaint;
- request, should need be, a medical certificate;
- benefit immediately from any treatment required.

Both in prison and in the outside world, your rights must be respected.  
Violence and physical or sexual assault are punishable by disciplinary action  
and criminal proceedings.

The establishment's staff is in charge of ensuring individuals' safety.



# Practising a cultural activity in custody

## ■ You may

engage in a cultural or sociocultural activity, among the different activities on offer in custody.

## ■ You may, with the SPIP

- indicate your requirements, requests or wishes in cultural matters;
- obtain information to know the cultural programming provided in the penal institution and read the posters offering the schedule of activities (concerts, films, creative arts workshops, meeting with professionals from the book and imagery trade...);
- know the procedure relating to your registration for one or more cultural activities.

## ■ You must, once registered:

- come to the activity on a regular basis, failing which you could be deregistered in favour of other individuals (consult in this respect the regulations of the establishment with regard to activities);
- maintain a positive and constructive attitude in the group activity.

## ■ You may not

- engage in violent or aggressive behaviour.



# Receiving training or education

Before embarking on an educational or training programme, you will be called to a meeting to determine your needs.

This information will also be provided during your reception phase.

The head of education and the head of vocational training will offer you a review and/or assessment of your skills level. Depending on the outcome, you will be allowed to sign up:

➔ at the educational centre, for a class in accordance with your abilities and prepare for examinations;

➔ or in a vocational training programme offered by the establishment.

Certain training programmes entitle you to compensation.

You may also ask to take part in correspondence courses with Auxilia, CNED or other higher education institutions.

You may also benefit from training support with associations present inside the establishment (GENEPI, CLIP...).

If you are a minor, education or training is an integral part of your schedule.

Your requests will be studied during the Central Multi-disciplinary Commission\* (CPU).

## **You must**

- make the request, either in writing, or directly to the person responsible for education, professional training or the SPIP or a representative of the establishment (personnel in charge of the new arrivals sector or responsible for your accommodation unit);
- follow an activity of an educational nature if you are a minor (training, sporting and socio-cultural activities).





# Working

An inmate may work for a production workshop (concession or for the prison's jobs department) or in the general service. In the latter case, the inmate will help with the maintenance of the establishment (inside and outside). The inmate may also take part in preparing meals, in the canteen service\*, library management...

Your request for work will be examined by the Central Multi-disciplinary Commission\*; the request must be related to your skills and professional project.

## ■ You may

- request upon arrival in the new arrivals unit, or during your detention, the local senior officer responsible for work and activities or the manager of your accommodation unit, to inform you of the possibilities of work, the profiles of the jobs and the procedures for applying.

## ■ You must

- if you are a remand prisoner, secure authorisation to work in the general service, from the magistrate in charge of your case;
- seek permission, in writing, to work from the prison officer in charge of the building or a member of the supervisory staff.



# Working

Before an inmate can be deemed fit for work, the factors taken into account include: criminal status, behaviour, work aptitude, professional qualifications, amount payable to victims, resources, family status and available positions.

The establishment's rules and regulations set out the general working conditions (hours, compensation method, hygiene and safety rules, discipline, etc.).

Net pay for your work shall be paid to the account opened in your name (divided into 3 parts, see p. 19), once the prison administration has deducted the relevant social contributions (health, maternity and old-age insurance). Inmates must pass a medical examination before they may work in the kitchen

Inmates benefit from social protection immediately upon incarceration. They are affiliated to the health and maternity cover of the general social security regime and old-age insurance. They are guaranteed against accidents at work and job-related illnesses.



1) Immediately upon incarceration, you are registered for the general social security scheme (health and maternity insurance), even if you have illegal alien status. Thanks to this, all of the care you need is covered while you are in prison. The only expenses that remain your responsibility are any which may exceed costs and in particular for prostheses and devices (dental, optical or hearing). To cover these expenses, you may benefit from supplementary health insurance. If you have inadequate resources, this supplementary health insurance may be free via the supplementary universal medical coverage (CMUC) or its amount may be partially covered via the Additional Health Aid System (ACS). In both cases, you must file a request for service with the Primary Sickness Insurance Fund (CPAM). You can obtain information from the SPIP or directly from the CPAM if it operates inside the penal institution. Your family is entitled to benefits in kind from social security (reimbursements on healthcare and laboratory examinations), unless you are an illegal alien.

You remain covered by Social Security for **one year** after your release, unless you are an illegal alien. In this case, you must make a request for State Medical Aid (AME) with the CPAM, ahead of your release. You can obtain information from the SPIP or directly from the CPAM if it operates inside the penal institution.

2) If you were under care for a long-term illness (*affection longue durée*, ALD) prior to entering detention, it shall be maintained. You must specify it to the doctor of the Medical Unit\* (MU) in order for him to ensure that this cover continues. Depending your health, an ALD request may be made by the MU doctor.

3) If you were receiving the Adult Disability Subsidy (allocation adulte handicapé, AAH) prior to entering detention, this will be maintained for the first 60 days of the detention, then reduced to 30% for the remainder of the detention; unless your spouse or civil union partner is unable to hold salaried employment or if you have a dependent child or elderly person. You will recover the whole of the benefit on the day of your release.

4) If you were receiving earned income supplement (RSA) prior to incarceration, it will be continued for two months. You must notify the CAF (Family Allowances Fund) of your incarceration, by sending a certificate of presence, which you may request from the prison registrar\*.

RSA is suspended after the two months but may once again be paid, from the first day of the month of your release. You will need to present your discharge note to the CAF.

5) If you are registered as a job seeker, your entry into detention means that you are no longer immediately available to take up a job.

For an incarceration of 15 days and longer, you must therefore cancel your registration from the first day of your incarceration. Unemployment benefit is not paid while you are incarcerated, as you are no longer considered to be a job seeker

If you are over 65 and you fulfil the conditions regarding resources, you can benefit from the Solidarity Allowance for the Elderly (ASPA).

If you are disabled, receive an old-age pension or disability pension and you have not yet reached the legal age for retirement to be able to benefit from the ASPA, you can benefit from the Supplementary Disability Benefit (ASI).

## ■ You must

- review your situation with the assistance of the SPIP; for both access to social services and for access to accommodation and housing on your release;
- report your incarceration to the organisation paying the RSA, in order for your benefits to be suspended. Should you fail to do so, you would have to reimburse all undue benefits upon release;
- report your incarceration to the organisation paying your unemployment benefits (**Pôle emploi**), by sending a letter to your **Pôle emploi** branch stating your surname, first name, ID number or your date of birth and by stating the date of the start of your incarceration.

Should you fail to do so, you would have to reimburse all undue benefits upon release.

## ■ You may

- while in prison, seek assurances that your dependents' situation is appropriately reviewed by the social benefits services in charge of the RSA;
- continue to receive family benefits if you reside in France and have one or more children residing in France;
- continue to receive housing benefits for one year if you were living alone and the rent continues to be paid;
- if you are homeless, have yourself housed by the establishment in order to facilitate your access to social benefits, voting rights and the issuance of ID papers
- if you know your release date, prepare the application forms to receive social benefits upon your release.

Upon release, you will be able to benefit from the Temporary Waiting Allowance (ATA) for 1 year if you have been detained at least 2 months and you are included on the list of job seekers.

# Voting

For each national ballot, information is provided in the establishment on the procedures to follow in order that you may vote.

## ■ In order to be able to vote you must

- ensure that you are registered to vote prior to 31 December during the year preceding the ballot, at the place where you wish to exercise your voting rights. Either:
  - at your actual place of residence,
  - with the municipality where your penitentiary facility is located, if you have been in the facility for at least 6 months on the closing date of the voter registration lists, or if your official address is that of the facility;


## ■ Once registered, you must

- fill out a form giving proxy to someone registered in the same voting district as you. The proxy will exercise your voting right in your stead, on the day of the vote. The proxy will be collected by the registrar\* of the establishment by a judiciary police officer.
- or if you have been convicted and meet the requirements, you may seek permission from the sentence enforcement judge\* to leave the facility on each election day, in order to exercise your voting rights yourself.

Direction de l'administration pénitentiaire

# Le savez-vous ?

Information à l'attention des personnes détenues



## Élections régionales 2015 : Inscription sur les listes électorales !

*Le législateur a ré-ouvert de manière exceptionnelle le délai d'inscription sur les listes électorales applicables aux élections régionales des 6 et 13 décembre 2015. Vous voulez participer à ces élections? Vous devez remplir les conditions pour exercer votre droit de vote et vous inscrire sur une liste électorale.*

# Access to legal services

## ■ You may

- make use of free legal information or advisory services (access points to legal services) put in place by departmental councils for access to law in most facilities, for requests for legal information about your personal situation (housing rights, family rights, right to work, right of foreigners, etc.), unrelated to the case for which you have been incarcerated, the execution of your sentence, or a case on which a solicitor has already been called upon.

Associations also organise services to provide any information required.

If there is no access to legal services in the establishment, your request must be made with the penitentiary integration and probation service.

# Sentence reduction

Each convict benefits from a sentence reduction credit determined on the basis of the length of the sentence: 3 months for the first year, 2 months for each year thereafter or 7 days per month.

Note - for any part of your sentence spent before 1<sup>st</sup> January 2015 and if you have been convicted for a repeat offence, the sentence reduction credit is reduced: 2 months for the 1<sup>st</sup> year, 1 month for each year thereafter or 5 days per month.

## ■ You must

- show good behaviour while in detention. In the event of misconduct, the sentence enforcement judge (JAP)\* may revoke your sentence reduction credit, upon proposal from the governor or at the request of the public prosecutor;
- following release, avoid any further conviction carrying a prison sentence.

In the event of a new conviction entailing confinement, even if the said sentence is suspended, for acts committed during the period of time concurrent with your reduced sentence, the ruling court may revoke your sentence reduction credit.

In order to receive an **additional sentence reduction**, of 3 months per year and 7 days per month (or, for any part of a sentence served before 1<sup>st</sup> January 2015 and in case of a repeat offence, of 2 months per year and 4 days per month), **you must** demonstrate serious efforts to readapt socially, such as:

- passing a school or vocational exam;
- proving real progress as part of an educational or training programme, by making an attempt to learn to read, write and learn maths, or by taking part in cultural activities and in particular reading;
- by voluntarily paying compensation to your victims;
- or embarking on therapy intended to limit the risks of repeat offence.



## Sentence reduction

The JAP\* may order that a convict who has benefited from sentence reduction or additional sentence reductions be required, following release, to refrain from certain acts or accept certain responsibilities. If these are not observed, the judge may revoke the sentence reduction, in full or in part, and order reincarceration. Over the same period, the convict may also benefit from support measures.

An **exceptional sentence reduction**, up to one third of the full sentence, may be granted to convicts whose statements to the administrative or judiciary authority, before or after the sentencing, have contributed to hindering or preventing an offence listed in Articles 706-73 and 706-74 of the Criminal Proceedings Code (narcotics trafficking, prostitution, terrorism, etc.)..

# Preparing your release and return to society

The Penitentiary Integration and Probation Department (SPIP) is responsible for helping you during your sentence. Your situation will be assessed to put in place suitable follow-up arrangements. You will benefit from individual supervision (meetings) or collective supervision (programmes to prevent repeat offending). Your individual situation will be examined in the Central Multi-disciplinary Commission\* to offer you a review of your efforts carried out in detention to prepare your release in the best way possible.

The integration and probation staff will help you in particular:

## 1) In the establishment:

➡ to access the activities organised inside the establishment.

Where minors are concerned, the educators from the judiciary youth protection department can provide this assistance.

➡ to remain in contact with your family;

➡ to access the integration systems offered by:

- Pôle emploi, that can help you in your professional reintegration.

To benefit from this assistance you must make your request to the Penitentiary Integration and Probation Department (SPIP) that will assess your criminal and administrative status.

A Pôle emploi advisor specialised in legal matters will be able to receive you in the establishment, when they are on duty, and help you with your project.

- Local missions:

Local missions are aimed at young people aged 16 to 25. They provide answers to employment and training questions, but also on housing or health. Each young person may benefit from support and customised follow-up in connection with its initiatives.

A local mission legal advisor will be able to advise you at a meeting in the establishment.

# Preparing your release and return to society

To benefit from this support, you must make your request to the Penitentiary Integration and Probation Department (SPIP) that will assess your criminal and administrative situation.

2) The SPIP personnel also help you, to prepare your release, (via a sentence adjustment or a release on licence measure):

- ➡ to prepare a sentence adjustment or your release from prison;
- ➡ to access integration systems (Pôle emploi, local missions, CAF, Town Hall, vocational training, external associations ...).

■ **You may** contact the SPIP

- for integration projects (temporary release, external placement, conditional release, request for day release, placing under electronic surveillance, etc.);
- for family and social questions.

You may receive the assistance of the SPIP of your place of residence for six months following the date of your release.

■ **You may**

- if you are a foreign national, contact your country's consulate.



# Sentence adjustment

Once convicted,

## ■ You may

- meet with a staff member from the Penitentiary Integration and Probation Department (SPIP) in order to prepare a sentence adjustment plan in order to be able to benefit from semi- custodial arrangements, outside placement, placement under electronic surveillance or parole. The SPIP can also help you for a request for the suspension of your sentence or a staggered sentence;
- if you have been convicted to one or more custodial sentences for a total duration of more than 5 years and if you have served at least two thirds of this sentence, the JAP\* must examine whether you are entitled to benefit from parole;
- request, subject to certain conditions, temporary release.

**Sentence adjustment requests are granted by the JAP or sentence enforcement court, or the children's court judge, if the latter is in charge of your case.**



# Release on licence (LSC)

If you are in the following situation:

- you are incarcerated to serve one or more sentence with a total duration not exceeding 5 years;

and:

- you have already served at least two thirds of your sentence(s);

## ■ You may

- benefit from release on licence.

Release on licence is a measure that allows a gradual return to freedom. The examination by the JAP\* of the possibility of granting you LSC is automatic, you do not need to request it. You will however be asked if you agree to being released on licence.

**FURTHER INFORMATION**

# Index

- A**
- alcohol 8, 32, 34
  - assaults 54
- B**
- book 31, 37, 42, 52, 55
- C**
- call (make) 13
  - canteen vouchers 21
  - cell 8, 10, 17, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 32, 37, 40,
  - chaplain 41, 42, 43, 45
  - child 15, 37, 42, 49
  - childbirth 9, 10, 13, 46, 49, 51, 52, 60, 61, 68, 80
  - children's court 9
  - judge 10, 13, 46, 68
  - cigarette 32
  - consulate 67
  - criminal status 13, 24, 58, 66, 67, 76
- D**
- dentist 16
  - director 8, 9, 14, 24, 41, 46, 47, 64
  - disciplinary commission 40
  - disciplinary unit 28, 33, 37, 40, 42, 43, 77, 78
  - drugs 8, 11, 33, 34

# Index

## E

- earned income supplement 60, 61
- education 29, 41, 43, 56, 64, 78, 80

## F

- family 10, 12, 20, 22, 49, 50, 51, 52, 59, 63, 66, 80

## H

- hygiene 7, 12, 13, 60, 62, 76

## I

- ID papers 8, 22, 61
- inmate number 7, 49
- investigating judge 13, 44, 46, 50, 77
- isolation 12, 24, 37, 44, 45, 46, 78

## J

- jewellery 8, 22

## L

- laundry items/linen 8, 23, 25, 26, 52
- library 8, 31, 42, 57
- local mission 66

## M

- mail 12, 17, 42, 49, 61, 80
- meeting 8, 10, 12, 21, 25, 26, 42, 54, 56, 57, 66
- minor 10, 13, 27, 32, 36, 41, 42, 43, 46, 56, 66
- money 8, 19, 20, 26, 41, 49
- money order 20
- MU (medical unit) 8, 16, 34, 35, 36, 49, 52, 59, 76, 78



# Index

## N

- newspapers 21, 31, 42

## P

- parcel 37, 39  
- personal account 19, 20, 21, 27, 44, 58  
- photos 22, 25, 49  
- Pôle emploi 59, 60, 61, 66, 67  
- prison visitor 15, 51, 52, 53, 77, 78, 80  
- proxy 20, 62  
- psychiatrist 34  
- psychologist 34, 75  
- purchases 21, 25

## R

- radio 28, 42  
- registrar 7, 12, 13, 60, 62, 76  
- reintegration 10, 11, 19, 51, 66, 67, 76, 77, 79  
- release 10, 13, 19, 23, 34, 39, 59, 60, 61, 66, 67, 75  
- release on licence 67, 69  
- representative 10

## S

- sanctions 30, 40, 41, 54  
- search 8, 9, 39, 53, 75  
- semi-custodial arrangements 13, 67, 68, 76  
- sentence enforcement  
judge (JAP) 13, 42, 46, 62, 64, 65, 68, 69, 76, 78  
- sentence reduction 13, 64, 65, 78  
- showers 23  
- smoke 10, 25, 32, 42  
- social security 58, 59, 60, 61

# Index

- solicitor/lawyer 10, 11, 12, 40, 42, 44, 49, 63
- SPIP 14, 15, 51, 55, 56, 59, 61, 66, 67, 68, 77, 78, 79, 81
- sport /  
sporting activity 10, 23, 36, 41, 43, 45, 56
- stamps 49, 52

## T

- telephone 8, 21, 32, 34, 43, 52
- television 10, 27, 28, 43
- temporary release 11, 12
- tobacco 49, 52
- training 10, 23, 24, 34, 41, 57, 58, 63, 75, 76

## V

- visit 8, 12, 17, 20, 37, 47, 50, 51, 53, 77, 78, 80
- visiting room 8, 20, 29, 31, 33, 41, 42, 43, 49, 50, 52, 53, 75
- vote 62

## W

- window 25, 26
- women 9
- work 10, 23, 24, 34, 41, 57, 58, 63, 75, 76
- write 12, 13, 14, 20, 24, 42, 46, 47, 49, 54

## ■ **Biometrics**

This system, combined with a non-falsifiable ID card, makes it possible to verify the inmate's identity, in particular upon entry to the visitation area, during movement within the incarceration buildings and upon release from the establishment, in the event of extradition or discharge. As such, it offers greater security in the buildings.

## ■ **Canteen**

The canteen is the penal institution's "shop", where you may use the available part of your personal account to pay for objects, food products or services (television rental, telephone, etc.).

## ■ **Central Multi-disciplinary Commission (CPU)**

The CPU is chaired by the Prison Governor and includes representatives from each of the inmate supervision sectors - supervisors, reintegration and probation staff, officers, instructors, psychologists, care providers, association volunteers, etc.

The CPU's membership varies depending on the topics addressed. It issues opinions on the state of incoming inmates, requests for assignment to work duty/vocational training/activities, grants to persons with inadequate financial resources, sentence execution monitoring and suicide prevention.

## ■ **Full search**

A full search involves the inmate's undressing fully so that the officer in charge may check the inmate's clothing. There is also a visual check of each part of the inmate's body. Any physical contact between the inmate and the officer is prohibited. However, the officer may check the hair if necessary.

Searches requiring bodily investigations must be performed by a doctor.

## ■ **Medical Unit (US)**

Hospital care structure, established in a correctional environment, to provide ambulatory, somatic and psychiatric care to inmates.

## ■ **Prison Registrar**

Each penal institution has a Prison Registrar. The main responsibilities of this office are to register individuals via a detention certificate, manage the criminal status of inmates, handle their administrative status and movements, put together individual and guidance files, notify inmates of decisions or summons, and record and forward their requests and appeals to the appropriate services.

## ■ **Prison Visitors**

Prison visitors are volunteers approved by the prison administration and who provide you with assistance and support during your incarceration. They can also help you with your return to society and complete certain administrative tasks to help you.

Sometimes, they also organise activities within the penal institution.

The Penitentiary Reintegration and Probation Department (SPIP) organises the activities of prison visitors. If you wish to receive a visit from them, contact your penitentiary integration and probation advisor (CPIP).

Sessions with the prison visitor take place without the presence of an officer, on the days and at the times as determined by the governor. Visits may be suspended however:

- should the presiding judge revoke your communication rights;
- when the inmate is placed in the disciplinary unit.

## ■ **Regional medical and psychological department (SMPR)**

The Psychiatry Ward, in the correctional environment, with a regional scope of action (there are 26 SMPRs in France). The Department is in charge of identifying mental illnesses, providing care for them (common treatments and intensive care in special units) and contributing to treating addictions.

## ■ **Sentence Enforcement Judge (JAP)**

The Sentence Enforcement Judge is responsible for determining the procedure by which custodial sentences will be executed.

He/She has the power to pronounce sentence adjustment measures (parole, semi-custodial arrangements, electronic surveillance, outplacement, etc.), the target being the inmate's successful return society and preventing a repeat offence.

He/She frequently goes to the prison and meets with the inmates.

He/She also ensures, with the assistance of integration and probation staff that custodial sentences, such as suspensive probation and community service are being executed correctly.

# List of abbreviations

- **ACS:** Additional Health Aid System
- **ANVP** National Association of Prison Visitors:
- **AP:** Prison administration
- **CAF:** Family Allowances Fund
- **CE:** Prison governor
- **CLIP:** Prison computer club
- **CMUC:** Supplementary universal medical coverage
- **CNED:** French National Distance Learning Centre
- **CPIP:** Penitentiary Integration and Probation Advisor
- **CPU:** Central Multi-disciplinary Commission
- **CSAPA:** Centre for addictology treatment, support and prevention
- **DAP:** Director or management of the prison administration
- **DI:** Inter-regional director
- **DISP:** Inter-regional Director of Prison Services
- **EPM:** Penal institution for minors
- **GENEPI:** National Student Consortium for Education of the Incarcerated
- **IST:** Sexually Transmitted Infections
- **JAP:** Sentence Enforcement Judge
- **JLD:** Judge of Liberties and Detention
- **LC :** Conditional release
- **MBO:** Good order measure
- **PAM:** Monthly food provision
- **PJJ:** Judicial protection of young people
- **PS:** Temporary release
- **PSE:** placing under electronic surveillance
- **QD:** Disciplinary unit
- **QI:** Segregation unit
- **RP:** Sentence reduction
- **RPS:** Supplementary sentence reduction
- **SME:** Suspension with probation
- **SMPR:** Regional medical and psychological service
- **SPIP:** Penitentiary integration and probation department
- **TAP:** Sentence enforcement court
- **TIG:** Community service
- **TGI:** Court of First Instance
- **UHSI:** High-security inter-regional hospital unit
- **MU:** Medical unit

# Useful addresses and numbers

## **Direction de l'administration pénitentiaire (Directorate of Prison Administration)**

13, place Vendôme - 75042 Paris Cedex 01

## **Contrôleur général des lieux de privation de liberté**

B.P. 10301 - 75921 Paris Cedex 19

## **Défenseur des droits**

7, rue Saint-Florentin - 75409 Paris Cedex 08

## **Inspection Générale des Affaires Sociales (IGAS)**

39-43, quai André Citroën - 75739 Paris Cedex 15

Tel : 01 40 56 60 00

## **Commission d'accès aux documents administratifs**

35, rue Saint-Dominique - 75700 Paris 07 SP

Tel : 01 42 75 79 99

---

### **Help to foreign nationals**

- La CIMADE

64, rue Clisson - 75013 Paris

### **Help with returning to society**

- ARAPEJ (Association réflexion-action sur la prison et la justice)

Legal information via telephone: 110 (direct, free access from the establishment)

- French Red Cross

Write to the local office (see the addresses with the SPIP)

- FARAPEJ (Fédération des associations réflexion-action prison et justice)

22, rue Neuve des Boulets, 75011 Paris

- FNARS (Fédération nationale des associations d'accueil et de réinsertion sociale)

76, rue du faubourg Saint-Denis - 75010 Paris

- Secours catholique - Caritas France

Write to the local office (see the addresses with the SPIP)

# Useful addresses and numbers

## Teaching

- Auxilia formation et amitié (correspondence courses)  
102, rue d'Aguesseau - 92100 Boulogne-Billancourt
- CLIP (Penitentiary Computing Club)  
12-14, rue Charles Fourier - 75013 Paris
- GENEPI (National Student Consortium for Education of the Incarcerated)  
12-14, rue Charles Fourier - 75013 Paris

## Maintaining Family Ties

- FARAPEJ (Fédération des associations réflexion-action prison et justice)  
22, rue Neuve des Boulets, 75011 Paris
- FREP (Federation of child-parent halfway houses)  
4-6, rue Charles Floquet - BP 38 - 92122 Montrouge Cedex
- UFRAMA (Union of regional association federations of family centres for families and friends of incarcerated persons)  
8, passage Pont Amilion - 17100 Saintes

## Isolated individuals, Listening services

- ANVP (National Association of Prison Visitors)  
1 bis, rue de Paradis - 75010 Paris
- Courrier de Bovet (National Association for Correspondence with Inmates)  
BP 70039 - 75721 Paris Cedex 15
- Red Cross listens to inmates (psychological support via telephone)  
111 (direct, free access from the establishment)
- David et Jonathan (fight against homophobia and support)  
92 bis, rue de Picpus, 75012 Paris



# Useful addresses and numbers

## **Persons with inadequate resources**

- French Red Cross

Write to the local office (see the addresses with the SPIP)

- Secours catholique - Caritas France

Write to the local office (see the addresses with the SPIP)

## **Health**

- AIDES (Help to patients, research, information of AIDS and all forms of hepatitis)

14, rue Scandicci - 93508 Pantin Cedex

- Sidaction

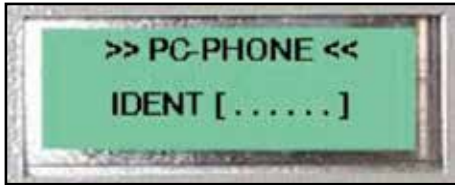
228, rue du faubourg Saint-Martin - 75010 Paris

- AIDS Info Service

Information via telephone: 109 (direct, free access from the establishment)

# Calling a humanitarian number

To ensure confidentiality, you are now able to call the humanitarian numbers without the need to identify yourself. Your call will be free of charge and will remain confidential - it will not be listened in on or recorded.



At the start screen in the telephone booth, enter the number **99#**.

The booth then automatically switches to humanitarian mode. In this mode, only humanitarian numbers are accepted.

- Enter the shortened number that you want to reach:
  - for Hepatitis Info Service, enter **105**;
  - for Écoute Dopage (Doping Information), enter **106**;
  - for Drugs Info Service, enter **107**;
  - for AIDS Info Service enter **109**;
  - for the ARAPEJ freephone legal information service enter **110**;
  - for the Red Cross inmates helpline (CRED), enter **111**.
- Press **A** to enter the number;
- To hang up, press **C**.

If you identify yourself in advance, you can also contact Alcohol Info Service, **for the price of a local call**, on 0 980 980 930.



# Notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---



Our acknowledgements to the professionals who took part in designing the previous versions of this guide, the present version of which is an update, incorporating the applicable provisions under penitentiary law.

**Layout:**

Nicolas Chanod

Department of Communication/DAP/MJ

**Photos:**

Pierrette Nivet/DAP/MJ and Caroline Montagné/DICOM/MJ

**Printing:** IME by Estimprim

**ISBN:** 978-2-11-098609-28

**Copyright:** June 2016



**Direction de l'administration pénitentiaire**  
**(Directorate of Prison Administration)**  
**13, place Vendôme**  
**75042 Paris Cedex 01**  
**[www.justice.gouv.fr](http://www.justice.gouv.fr)**

**June 2016**