

# House Rules of the Liechtenstein State Prison

(Based on Article 23 of the Enforcement of Sentences Act)

## Article 1

### *General Provisions*

1) The present house rules shall apply to all inmates of the Liechtenstein State Prison.

2) The present house rules shall not affect any special legal provisions which lay down differences in the treatment of individual or groups of inmates.

3) The provisions contained in these house rules shall be directives within the framework of article 24, paragraph 1, of the Enforcement of Sentences Act, any violation of which may constitute one or several administrative offenses.

4) Inmates shall be obliged to make themselves familiar with the rules of the house and provisions governing inmate behavior which are available in every prison cell.

## Article 2

### *Behavior towards Correctional Staff*

1) Any interaction of inmates with correctional staff shall be governed by politeness and adherence to the rules of decency.

2) If a correctional staff member who is not in immediate charge of supervision enters a room where inmates are being held, inmates shall assume a decent posture. In the workshops, they shall continue their work.

### Article 3

#### *Behavior of Inmates among each other*

1) Any interaction between inmates shall be devoid of any ruthless or inconsiderate behavior and inmates shall refrain from any acts of violence, insults, disputes or violations of decency.

2) If an inmate feels he or she has been insulted or offended by a fellow inmate, he or she may not act on his or her own authority, but shall report incidents of such behavior to the nearest correctional staff member.

3) Inmates shall not be allowed to enter into direct or indirect contact with inmates of other prison cells without permission. Any contact between inmates shall be in strict line with the provisions of the Enforcement of Sentences Act.

4) Inmates may not engage in any business transaction with any correctional staff member or other inmates. Under this rule, it shall therefore be prohibited not only to purchase and exchange, but also to give, lend or otherwise deliver or accept any items and rights.

### Article 4

#### *Behavior in Prison Cells and Workrooms*

1) Prison property shall be treated with care und may not be altered without authorization to do so. Any damage of prison property of which inmates may become aware shall be immediately reported to the correctional staff member in charge of supervision.

2) Inmates shall keep the prison cells clean and in the prescribed order.

3) The following shall in particular be prohibited:

- a) to make any undue or disturbing noise, including, without limitation, to shout, to sing aloud, to whistle or to knock;
- b) to tamper, without permission and for other purposes than intended, with electrical installations, including radio and audio intercom systems;
- c) to throw or pour objects out of the prison cell;
- d) to use window bars in any way, shape or form (in particular to climb them);
- e) to use furniture and inventory items for other purposes than intended (for example, to climb them or to make "dolls");
- f) to soil and scrawl on furniture items, halls, walls, floors, ceilings etc.;
- g) to stick pictures on and attach them to furniture items and walls in areas other than the ones that have been designated therefore;
- h) to cover doors, windows and wall niches, to cover the peephole and outside walls;
- i) to put objects on the window sill;
- k) to feed animals living in the wild or roaming around (for example, pigeons).

4) Pictures may only be hung up with a magnetic holder in areas that have been designated therefore.

5) The use of the emergency button shall be permissible only in case of an emergency. For compelling and urgent reasons, inmates shall be allowed to call a correctional staff member by pushing the call button (bell).

6) If any toilet on the grounds of the state prison is used, its doors, if any, shall be closed.

7) During mandatory lights-out periods any disturbances shall be avoided. All inmates shall be considerate of their fellow inmates.

8) Objects left to an inmate upon his or her admission or later duly conceded to him or her shall be kept in such a way as to pose no threat to order or security.

## Article 5

### *Smoking and Consumption of Intoxicants*

1) In principle, smoking shall be permitted only in prison cells and during exercise outdoors.

2) Smoking areas, if any, in common rooms shall be specifically designated.

3) During escorted temporary absences and transfers, smoking shall be prohibited.

4) Adolescents under 16 years of age shall be generally prohibited from smoking.

5) In addition, the head of the institution may impose additional smoking bans (for example under hygiene rules).

6) The use of any intoxicants shall be prohibited. Checks to make sure that this rule is followed shall be permissible.

## Article 6

### *Schedule of Daily Routines*

1) The exact times for wake-up, get-up, body cleaning and for cleaning and tidying up the prison cell, for breakfast, lunch, supper as well as for recreation and lights-out can be seen from annex A.

2) The work time of employed inmates shall be subject to such directives as shall be valid from time to time.

#### Article 7

##### *Exercise outdoors, Production, Escorted Temporary Absence*

1) When inmates leave their prison cells, they shall wear tidy and appropriate clothing.

2) Prior to leaving the prison cell, inmates shall hand over any items, documents and the like, which they need to take with them or otherwise have been approved, to have them checked of their own accord.

3) Any unauthorized contact with third persons shall be prohibited and may be subject to disciplinary measures. Even the attempt shall be punishable.

4) Exercise activities outdoors shall take place according to such schedule as shall be established from time to time. The participation of all inmates shall be mandatory on days when they have no activities outdoors. Unless certified otherwise by the facility doctor for health reasons, no inmate shall be excused from taking part in exercise activities outdoors.

5) Inmates may engage in sporting activities only in facilities and places that have been designated therefore.

#### Article 8

##### *Purchase of Articles of Daily Use*

1) The purchase of articles of daily use shall take place once a week on a given day of the week. The appropriate order forms shall be handed to the competent correctional staff member the week before.

2) For organizational reasons, it shall not be possible to use monies for the purchase that have not been received by 12 o'clock of the previous day.

3) It shall not be allowed to hoard larger quantities of food products, beverages and tobacco, consumer items and the like.

4) Any additional food products as well as additional beverages and tobacco may be purchased only from the purchase list which contains items that have been specifically approved by the head of the institution. The purchase list shall be available from the competent correctional staff member.

#### Article 9

##### *Correspondence*

1) Any and all correspondence shall be handled by the in-house post office.

2) Subject to special legal exceptions, inmates shall not seal their outgoing correspondence prior to handing it over to the competent correctional staff member.

3) Inmate correspondence shall only be sent with the sender's name and sufficient postage in cases where postage is not paid by the State of Liechtenstein pursuant to article 83, paragraph 3, of the Enforcement of Sentences Act.

4) If inmates are not able to procure stationery and envelopes through the state prison at their own expense, such items may be requested from the competent correctional staff member in adequate numbers (art. 78 para. 2 of the Enforcement of Sentences Act).

## Article 10

*Visiting*

1) In principle, visits shall be permissible only during such visiting hours as shall be established from time to time. Information regarding visiting hours can be seen from Annex B to the House Rules and from the “Visitor’s Information” form. Visitors shall give at least 24 hours advance notice prior to the desired visiting hours.

2) Any visits to detainees awaiting trial shall be approved by the competent judge.

3) During the visit it shall be prohibited to hand over or accept any objects.

4) Exceptions as to visiting hours, visiting periods, visiting frequency and visiting places may be made on a case-to-case basis. In order to obtain a special permission of this kind, a request stating the grounds on which such request has been made shall be directed to the head of the institution.

5) Visits may be supervised without any further notice and, if need be, an interpreter may be called in for such purpose. Inmates shall inform their visitors about such supervision.

## Article 11

*Package Receipt and Acceptance of Items*

1) Inmates shall be permitted to receive one package of food products, beverages and tobacco per month. Such package may not weigh more than 5 kg. Inmates may not receive food products, beverages or tobacco that contain alcohol, are perishable or cannot be consumed without further preparation. In addition, self-made food items such as cakes, biscuits etc. shall be prohibited.

2) Inmates may purchase books for further education or entertainment at their own expense after written approval has been granted by the head of the institution. Newspapers and magazines shall, without exception, be purchased only through the Liechtenstein State Prison at the inmates' expense. In this case too, the approval of the head of the institution shall be required.

3) Packages containing items that shall not be handed to inmates or items that cannot be kept (for example live animals, motor vehicles and others) shall be refused.

4) Own money deposits may be accepted only in cash and only through the competent correctional staff member. The maximum amount inmates may deposit per month is CHF 300.--.

## Article 12

### *Telephone Calls*

1) Inmates who have filed a written request may, for reasons worthy of consideration, be allowed to make telephone calls with, including, but not limited to, relatives, advisers, social institutions, public authorities, legal counsels and welfare centers. Such reasons worthy of consideration shall be certified. Telephone calls may be made only during the stated hours. Different hours will be determined by the head of the institution on a case-to-case basis (for example, if different time zones need to be taken into account). Any costs incurred with respect to a telephone call shall, in principle, be borne by the inmate concerned.

2) No telephone call shall be allowed unless a written request is made to the head of the institution stating the purpose of the telephone call, the person called, the telephone number and in case of foreign calls also the country, the place and the language in which the telephone call shall be made.

3) Detainees awaiting trial shall, in addition, obtain the approval of the competent judge.

4) Unless directed otherwise, it shall be within the discretion of the correctional staff member in charge of supervision to decide how long telephone calls may be in duration.

5) Telephone calls may be supervised without any further notice and, if need be, an interpreter may be called in for such purpose. Inmates shall inform the person called about such supervision.

6) If the supervision of a telephone call needing supervision is not possible, such telephone call shall be made at a later time.

7) Any unauthorized use of a telephone call shall confer to the correctional staff member in charge of supervision the right to discontinue the call (art. 88 of the Enforcement of Sentences Act).

8) If phone cards are needed for the use of the telephones, such cards may be acquired only as part of the purchase of articles of daily use pursuant to article 31 of the Enforcement of Sentences Act.

### Article 13

#### *Change of Clothing and Linen Goods*

1) In principle, all inmates shall wear their own clothing. Such clothing shall be easy to clean and appropriate.

2) An issue of towels will be provided during such bathing hours as shall be determined from time to time and their provision shall be subject to a specific regulation. While terry items shall be changed every weekend, bedding items shall

be changed every second weekend. Working clothes, if any, shall be changed as needed.

3) Inmates shall keep their clothing clean and in proper condition. Any heavier damage or loss of linen goods, which are prison property, shall be immediately reported to the competent correctional staff member.

4) It shall be prohibited to exchange, pass on, borrow and sell any articles of clothing and linen goods.

5) Linen goods and articles of clothing shall be cleaned at the Liechtenstein State Prison every week. For this purpose, inmates shall sort their articles of clothing into the washing bags provided to them and shall place them in front of their prison cells at the prescribed times.

6) Upon acceptance of linen goods, any damage thereof shall be immediately reported to the correctional staff member in charge of supervision.

7) If detainees awaiting trial lack proper clothing and/or linen goods, such items shall be provided to them by the correctional institution.

#### Article 14

##### *Bathing Regulations*

1) Bathing operations shall be subject to such schedule as shall be established from time to time.

2) Inmates who lack the necessary personal health care items may receive such items from the Liechtenstein State Prison through the competent correctional staff member (art. 31 para. 2 of the Enforcement of Sentences Act).

3) An additional bath may be conceded following work which involves a special dirt risk. The decision shall be made by the correctional staff member in charge of supervision.

4) If inmates fail to satisfy their statutory duty to maintain a sufficient level of personal hygiene, reasonable force may be applied in order to make sure their personal hygiene is taken care of.

#### Article 15

##### *Recreation*

1) Radio reception and operation of other sound reproducers and television sets:

Inmates shall be allowed to use the in-house broadcasting facility or, as the case may be, the sound reproducers or television sets which have been granted as a privilege. The volume of such devices shall be kept at tolerable levels. Other inmates may not be disturbed in their sleep.

2) Issue of books:

- a) the issue and exchange of books shall be subject to such regulation as shall be valid from time to time;
- b) information on available books shall be maintained in the prison library;
- c) books on loan shall be treated with utmost care. Inmates shall be liable for any damage or loss;
- d) books may not be passed on to fellow inmates without permission and inmates may not take them to the work place.

3) Games:

Only such games may be played as shall not be prohibited and shall not pose a threat to the peace, order and safety of the Liechtenstein State Prison.

4) Recreation rooms:

The use of recreation rooms shall be subject to such regulation as shall be valid from time to time.

5) Handicraft work:

Any purchase of materials for handicraft work shall require the approval of the head of the institution. Any work which may pose a threat to the security and order in the Liechtenstein State Prison or bother fellow inmates shall be prohibited.

6) Sports:

The use of sporting facilities shall be subject to such schedule as shall be established from time to time.

Article 16

*Privileges and Conveniences*

1) Privileges (for example television sets, sound reproducers, games consoles) shall be granted to prisoners not sooner than 14 days after the start of their sentence, provided they show that they are willing to participate in achieving the purposes of the imprisonment.

2) If inmates are allowed the privilege or convenience to have any sports equipment, television sets, radio sets and musical instruments of their own, such items may only be obtained through the Liechtenstein State Prison at the inmate's expense. Exceptions thereof may be granted by the head of the institution in certain cases particularly worthy of consideration.

## Article 17

*Requests and Complaints*

1) After breakfast has been served, written or oral requests (article 113 of the Enforcement of Sentences Act) or complaints (article 114 paragraph 2 of the Enforcement of Sentences Act) may be made by inmates to the competent correctional staff member.

2) Written requests may only be made using a particular form which shall be available from the competent correctional staff member. Such requests may concern, for example, calls on the head of the institution or on senior officials, consultation with the Therapeutic Service, the parole officer, the legal counsel or the facility physician, or requests for the allowance of a telephone call or the concession of a privilege etc.

## Article 18

*Pastoral Care*

Inmates shall be provided with regular access to Liechtenstein State Prison qualified or licensed religious advisers. Pastoral consultation hours shall be specified separately.

## Article 19

*Social and Psychological Service*

Inmates shall be provided with regular access to the Therapeutic Service of the Office of Social Services and to a parole officer for their consultation needs. The hours for such consultation shall be specified separately.

Article 20

*Medical Care*

1) Except in cases of emergency, inmates may not call on the facility physician or a dentist unless they have made a written request to do so and given prior notice. The reasons for the visit to the physician shall be stated.

2) The physician shall be available once a week.

3) Unless otherwise directed by the facility physician, prescribed medications must be taken immediately upon their administration in the presence and upon the orders of the correctional staff member in charge of administration.

4) It shall not be permitted to hoard, abuse and pass on medications to other inmates.

Article 21

*Diseases, Injuries, Infestation with Vermin*

1) Any inmate who is diseased, injured or infested with vermin shall make an immediate report thereof to the nearest correctional staff member.

2) Likewise, any inmate who notices anything that could result on a large scale in a serious threat to the physical safety of people (for example infectious diseases) or to items mentioned in article 32 of the Enforcement of Sentences Act, shall be obliged to make an immediate report thereof to the nearest correctional staff member, provided such inmate can make such report readily and without putting himself at risk.

Article 22

*Behavior in Case of Fire and Disasters*

In case of fire, inmates may not act on their own authority unless they are in an immediately life-threatening situation. Rather, they shall await the orders given by correctional staff members and such orders must, in the interest of all inmates, be strictly observed.

Article 23

*Translation into Foreign Languages*

For the convenience of non-German-speaking inmates, the present house rules will be translated into foreign languages. Nevertheless, the German version shall apply.

Article 24

*Entry into Force*

The present house rules received governmental approval on December 11-12, 2007 and will enter into force on January 1, 2008.

### **Annex A – Schedule of Daily Routines**

Wake-up and get-up (except on Sundays and legal holidays):	06:30 a.m.
Shower (except on Sundays and legal holidays):	06:30 – 07:15 a.m.
Breakfast:	07:15 – 08:00 a.m.
Work (if any):	08:00 – 11:15 a.m.
Lunch / After-lunch rest:	11:15 a.m. – 01:00 p.m.
Exercise outdoors:	01:00 – 02:00 p.m.
Work (if any):	02:00 – 05:45 p.m.
Supper and lock-in:	05:45 p.m.
Lights-out:	from 10:00 p.m.

The cells of all prisoners shall be cleaned once a week on Mondays from 08:00 to 11:00 a.m., while the prison cells of all other inmates shall be cleaned as agreed with staff members. Any detergents, new garbage bags and toilet paper rolls will be provided as needed.

Prison cells shall also be cleaned prior to discharge from prison. If an inmate refuses to clean his or her prison cell, a contribution towards any costs incurred thereof shall be retained in the amount of CHF 50. -.

