


People's Democratic Republic of Algeria
Ministry of Justice
Guide of the prisoner



You will find in this guide the practical procedures to organize your life since your entry within the penal establishment as well as the whole of the rights which are ensured to you and the obligations which are imposed to you.

First, we introduce for you the procedures to be followed at the time of your entry to the penal establishment.

Procedures of recording and preservation of property:
Are considered as the starting point where you get a registration number after the recording of your personal information and of your prints and all what is related to the case for which you are **prosecuted**. all your personal belongings are given: identity papers, valuables, money sums and clothes which you do not need, important phone numbers can be taken from your phone before depositing it at the judicial clerk's office Just as they will give you a receipt in exchange of the money sums that you gave, and that you will keep until your exit from the penal establishment.

After that, an examination and a search of all what you wear will be carried out to ensure that you don't carry objects that are prohibited by the establishment. After the completion of this operation you will be referred to the reception and orientation area.

Reception and orientation area:
You remain three days at the maximum to complete the necessary procedures, particularly those relating to hygiene and clothes and you receive a medical examination and if you are taking medicines it will prevent the doctor and then you will meet the psychologist.

You are received by the director of the establishment or his deputy or one of his assistant to inform you about the rules of the establishment the day after your arrival in this area.

1

Service of detention:

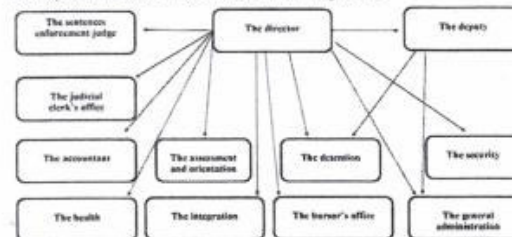
At the time of your arrival in this service, the departmental head leads you to the place of your residence by using the standard of classification and distribution in force.

You must respect all the instructions of the staff of detention the latter are responsible for the maintaining of security and of the order within places of detention. You can contact them if you have any doubts about the rules of cohabitation in detention, and, they give you instructions about the services provided by the establishment: shower, hairdressing, shop sales etc.....

In the establishment you will be classified and distributed according to your penal situation, your sex and your age.

The organization of the penal establishment and its services.

The establishment is managed by a director with the assistance of a deputy or more, as of departmental heads who contribute to its management.



The sentences enforcement judge watches over the regularity of detention and chairs the sentences enforcement committee charged with the follow up of the execution of programs of resettlement.

This team oversees of good functioning of the establishment and includes staffs who contribute to your help as follows.....

The instructors:

They inform you about the activities that you can do and on the different programs and their development.

The social workers:

They direct you and solve your social and family problems.

The psychologist:

He helps you to adapt yourself in the prison environment and to solve the psychological problems that you may meet just as he directs you during the stages of your presence within the establishment.

You can apply in writing for your assistance request.

The teachers and the trainers:

They guide you as regards education and training needs in all classes of education and in the different specialities of the vocational training.

2

After our explanation on the organization of the penal establishment and its different services, now we want to inform you about the activities that you can practice within the penal establishment

teaching, vocational training and educational activities:

- ✓ You can make a free registration to the classes of education and training.
- ✓ You can follow up studying at the university in the partial release system.
- ✓ You can follow up studying at the University of the Continuing training within the penal establishment.
- ✓ You have the right to watch the television, to read and ask for a subscription to a national papers and magazines.
- ✓ You can practice cultural activities such as drawing, poetry and music.
- ✓ You can practice your religious worships within the limits governing the rules of the establishment.

- ✓ You can receive the visit from a religious man approved by the administration.
- ✓ You have the right to benefit from sport and leisure activities.
- ✓ You have the right of reading, borrowing books from library.

Application for a job:

You can present an application for a job with remuneration according to the available jobs.

The benefit of systems of the resettlement:

You can formulate a request to the service of the resettlement which will be examined by the sentences enforcement commission to profit from systems of release on parole, release on parole for medical reasons, partial release, and exit permission.

You can apply for a temporary suspension of the sentence for defined reasons for which you can ask the sentences enforcement judge for information or officials of the establishment.

Specific programs of care:

After orientation of the doctor or the psychologist of the establishment, all the prisoners without exception can profit from specialized consultations

the most important axes of the programs of care are:

Detoxification program:

In the particular case, you can be directed by the general practitioner or the Psychologist towards specialized structures in the detoxification program.

The psychological care of prisoners:

The prisoner benefits from therapeutic sessions given by the psychologist of the establishment.

3

How can you know your penal situation and its follow-up?

1. You can ask information about the result of your case in justice either at the service of the judicial clerk's office or by sending correspondences to the judges in charge of the file.
2. You can object or appeal or further appeal to the judicial clerk's office of the establishment against the judgments, decisions, and ordinances against you.
3. You may request for the legal assistance in accordance with the law.

Your deprivation of liberty does not prevent you from communicating with the outside world:

Your family, your friends...to clear up this point we explain for you what follows:

- ✓ You have the right to receive visits from your family once per 15 days until the 4th degree and exceptionally from all other persons or associations as well as the tutor or any employee if the reasons of the visit are legitimate, the duration of the visit is limited to 15 minutes and can be extended to 30 minutes according to the means of the establishment.
- ✓ Your lawyer can visit you at any day of the week.
- ✓ It is possible for the minor, the pregnant woman and the woman (mother of infant) and for family, education, medical and human considerations for the remaining prisoners, to receive their visitors in closer visiting room.

- ✓ The rights of the minors to receive family visits at least twice per week, these visits are mandatory organized on weekends with possibility to extend the visits at the other days of the week according to the means of the establishment.
- ✓ The right to the correspondence under supervision for any person. These correspondences must be clear and not comprise any ambiguous sign.
- ✓ The right to correspond with lawyer and the legal authorities without supervision.
- ✓ The right of convicted to make a phone call with their families.
- ✓ The right to receive family photographs and to keep them.

4

Food, parcels and valuable objects:

- ✓ You have the right to have a healthy and balanced food, composed of three meals: breakfast, lunch and dinner.
- ✓ You have the right to buy from the point of sale of the establishment and within the limit of the weekly fixed sums, food stuff, underclothing, tobaccos, and articles of writing and tools of sewing.
- ✓ You have the right to receive parcels whose weight does not exceed 5kg which comprises the underclothing, the national papers, the books and authorized magazines.
- ✓ You have the right to receive money sums through money order.
- ✓ Destitute prisoners have the right to receive assistances during their release.

The hour of sleeping and the movement in detention:

In The morning	In The afternoon
<ol style="list-style-type: none">1. To make the bed.2. Breakfast in the room followed by the call.3. The exit at the courtyard and other activities.4. The return to the rooms and cells before midday to take the lunch and to carry out the second call.	<ol style="list-style-type: none">1. The third call is performed followed by the exit to the courtyards or other activities.2. The return to the cells for the 4th call and the dinner.3. at the night, silence is imposed from: 9 p.m from October 31st until March 31st And at 10 p.m from April 1st to October 30th.

Obligations:

You have the obligation:

- ✓ To submit to the search each time that we ask you in particular at the time of the entry and the exit.
- ✓ To respect the staff of the establishment and the rules of the establishment.
- ✓ To maintain personal hygiene and the cleanliness of the places.
- ✓ To cut your hair once a month and to shave the beard at least once a week.
- ✓ To preserve the security of people and equipment and to inform the responsible on any damage which can occur.
- ✓ To wear the penal dress for the convicted and to take care of it.
- ✓ To present itself to the rank for the call.
- ✓ To take a shower at least once a week.

5

Prohibitions:

- ✓ It is forbidden to let enter or to use a cellphone and to get prohibited objects.
- ✓ It is forbidden to keep money inside the establishment.
- ✓ It is forbidden to have medicines without a medical prescription.
- ✓ It is forbidden to consume drug and to insert into the establishment.
- ✓ It is forbidden to use traditional furnaces.
- ✓ Any verbal or physics aggression against the staff of the establishment is forbidden.
- ✓ It is forbidden to impede on the general order and the discipline within the establishment.
- ✓ It is forbidden to have in possession any metal or glass object which would expose the establishment to the danger.
- ✓ It is forbidden in all the cases to present collective complaints.
- ✓ It is forbidden to damage the equipment and the means and the books which are the property of the establishment.
- ✓ It is forbidden to tattoo or to make a self-mutilation.

The disciplinary mode:

Any prisoner committing an offence is liable to the sentences below and can carry out an action to the authority which established the sentence.

1st degree	2nd degree	3rd degree
-Written warning	-The limitation of the benefice from correspondences with the family for two (02) months period at the maximum.	-The prohibition of receiving visits for a period not exceeding a month, except for the visit of the lawyer. -a disciplinary isolation for 15 days at the maximum.
-Blame	-The limitation of the access to the closer visiting room and to distance communication for one period not exceeding one (01) month. -The prohibition of use its savings for a period not exceeding two months.	-The prisoner is notified by the disciplinary decision and he can make a complaint within 05 day to the sentence enforcement judge which can revoke it or support it.

Complaints and requests:

You can address your complaint or present your request, according to the cases: to the director of the establishment, to sentence enforcement judge against any thing which affects your rights or the various jurisdictions if you are victim of an aggression or you feel victim of an illegal situation, you can use the boxes which are in the hall to put your letters inside or to give them directly to the concerned responsible.

Assistances and motivations:

Each prisoner which provides information likely to prevent serious facts which may bring damage to the goods and the people, profits from an exemption in all or partly from the conditions required in one of the modes of resettlement.

Each prisoner who shows a good behaviour, and carries on studies or a training profits from the following motivations: the closer visiting room, increase of the use of the telephone calls, release on parole, partial release, the exit permission and work in the external sites, the integration of the establishments of opened environment, social security for the destitute prisoners during the release as well as bringing closer to family.

THE END