



INFORMATION SHEET

THIS INFORMATION SHEET OFFERS USEFUL AND BASIC INFORMATION ABOUT DIFFERENT ASPECTS OF THE PRISON SYSTEM OF SPAIN. NEVERTHELESS, THE STAFF IS AT YOUR DISPOSAL AND WILL HELP YOU ANYTIME YOU NEED IT.

During the first days after your admission at the prison, you will be **interviewed by various members of the staff:**

- **Social worker**, whom you can inform about your social and family situation, the situation in which you have left your family as a consequence of your imprisonment, and, in its case, your authorized ICE contact person (eg: serious illness).
- You will be interviewed, as well, by other staff members (**educator, prison lawyer, psychologist, teacher ...**). They will propose the immediate actions you will have to undertake in the department that you have been assigned to, and the occupations that you will be able to have...

Communications and visits

Personal visits, at the Prison Visitors Booths, with accredited relatives and previously authorized friends:

- Duration: **2 of 20 minutes, which you can accumulate in a single one of 40 minutes** during the weekend.
- Up to **4 people** at a time.

Family Visits, if you do not enjoy ordinary permits:

- At least once a month
- Duration: between 1 and 3 hours
- With your closest relatives or family members
- At a suitable room.



Intimate Visits, with your partner, if you do not enjoy ordinary permits:

- At least once a month.
- Duration: between 1 and 3 hours.
- At a suitable room, where privacy will be assured.

Convivial Visits with your partner and children no older than 10.

- At least once a quarter.
- Duration: between 3 and 6 hours.
- With up to 6 relatives.
- At a suitable room.

Visitors can arrange the visits through an appointment system calling a toll-free number.

Video conference communications

In case you are not able to receive visits from your family members and close friends during a period of at least 4 months, you may request holding your communications by this mean.

Telephone communications:

You can communicate regularly with your family, lawyer or other persons, making a maximum of 10 weekly calls, of 5 minutes each.

Penitentiary classification in grades

All sentenced persons without pre-trial causes are classified within 2 months of the arrival of the Judgment to the prison.

Being classified implies the assignment of **one of the three grades established by the law**, which means "living" in prison in:

- Closed regime (1st grade)
- Ordinary regime (2nd grade)
- Open regime (3rd grade)

The assigned grade implies a certain **regime of control and security measures**, more severe in case of the 1st, and progressively more flexible, until the 3rd.

For the determination of a classification grade, several circumstances are taken into account: personality, individual prison, family, social and criminal record, the duration of the sentence, as well as other factors established by the prison legislation.

The grade is reviewed by the Treatment Board every six months at the most, through an individualized study. As a result of this revision, you can access a new grade, or be maintained in the same grade.

In the initial classification and in successive grade revisions, a **Destination Center** is always requested, which may involve, in some cases, the transfer to another prison.

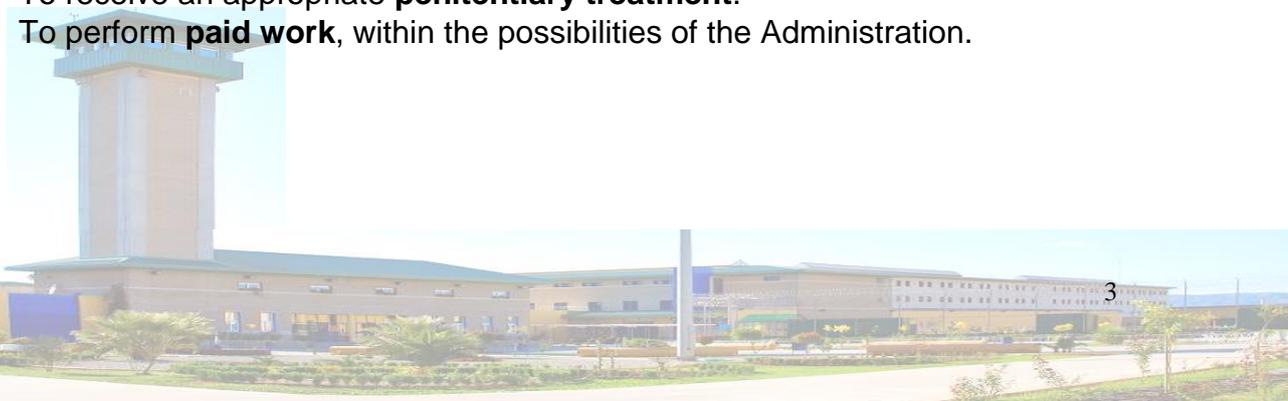
The proposals of the Treatment Board are resolved by the Classification and Treatment Service of the General Secretariat of Penitentiary Institutions, based in Madrid.

The resolutions of the Penitentiary Administration can be appealed to the Penitentiary Surveillance Court, if you do not agree with them.

Rights

Imprisonment and admission to a Penitentiary Center do not annul or suspend all of your rights. In prison, you **have the RIGHT to:**

- For the Penitentiary Administration to watch over **your life, your integrity and your health.**
- For your **dignity and privacy** to be preserved, without prejudice to the necessary measures for an orderly coexistence in the Center.
- For you to exercise the **civil, political, social, economic and cultural rights** that are not incompatible with the purpose of your detention or with the sentence.
- To benefit from the relevant public **allowances and grants.**
- To maintain **contact with the outside**, in the terms and conditions established by the Law and the organization of the Center.
- To participate in the **prisons activities.**
- To access to the **penitentiary benefits.**
- To receive personal and updated **information** on your procedural and prison situation.
- To make **petitions and complaints** to the competent authorities.
- To receive an appropriate **penitentiary treatment.**
- To perform **paid work**, within the possibilities of the Administration.



Obligations

- To **remain at the Center** at the disposal of the judicial authority if you are under pre-trial detention or to serve your sentence if you have already been sentenced.
- To comply with the **internal regime rules** of the Prison, obeying orders and actively collaborating to achieve an orderly coexistence.
- To **respect** your peers, staff and anyone that is at the Center.
- To keep the facilities **clean and in a proper condition**.
- To keep an **adequate personal hygiene**.
- To participate in **training, education and work activities** in order to be prepared for your release.

According to the above, **the Administration recommends you to:**

- **Maintain a correct behavior** that will allow you to access to penitentiary benefits and other tools (such as leaves or scheduled exits) that will make it easier and more convenient for you to serve your prison sentence.
- **Comply with the rules of the Center**, since non-compliance can lead to the imposition of sanctions.

Penitentiary Treatment

The time you will remain in prison has to be focused on preparing you for your life after release. The staff will work with you to learn about your problems, your social, work and family situation, etc, and they will try to make the circumstances that brought you into prison disappear or be attenuated, always with your consent.

The **Treatment Board** is integrated by different professionals of the Center and has, among others, the following functions:

- To assess all your personal and social problems and needs.
- To keep track of your life in prison.
- To make the initial classification proposal and to review your grade.
- To propose an **Action Plan**, with the activities you can do in the prison and that will help you.
- To assess and to grant or deny your leave applications.
- To propose the granting of prison benefits, if applicable.



To correct your behavior, to improve your skills or to overcome the circumstances that have led you to imprisonment, the Treatment Board will propose you to participate in intervention-treatment programs, as well as to improve your educational or work skills.

Many inmates have personal problems or difficulties. **Specific treatment programs** have been designed to help them overcome these.

You can get information from your Educator about the specific treatment programs that are available at your Center, their content, and how to request to participate in them. In case that the program you would like to participate in is not available at your Center, you can request to be transferred to another prison in which this program is available.

Please note that in order to be assessed, your request must be accompanied by a firm commitment from you to accept the program.

You can also participate in the **sports, cultural, recreational and occupational activities** that take place in your Center, at the established schedules.

Leaves

As long as you are not classified in 1st grade, have served one-fourth of your sentence, and have good behavior, you can access to **ordinary leaves**, with the **previous condition of a favorable report** from the Prison Technical Team.

These leaves have the following conditions:

- They will have a maximum duration of 7 days, each.
- They can be enjoyed throughout the year: up to **36 days** per year, if you are classified in 2nd grade. Up to **48 days** per year, if you are in 3rd grade.

You can also enjoy **extraordinary leaves**, in the terms and cases established by the law (death or serious illness of direct relatives, birth, outpatient external medical visit, hospital admissions, or other important and proven reasons) with the adequate security measures, unless exceptional circumstances prevent it.



Prison Provisions and Services

The prison has a **Health Service** formed by doctors, nurses and auxiliaries. You can request an appointment. If necessary, your doctor may refer you to a specialist or to a specialized Health Center.

If you wish to have an appointment with a private doctor, you must request it to the Prison Director. If your request is authorized, you must cover the expenses of this service.

Social workers will help you solve the problems you or your family may have had as a result of your imprisonment.

They will also guide you on how to apply for financial, health or other assistance allowances that the City Council or Autonomous Community can offer you.

If you do not have a National Identity Card or a Social Security Card, please inform them. They will help you to request them.

There is also an **Employment and Educational Training Prison Service**, which manages the penitentiary work performed in the prison production workshops, as well as the vocational training and the job placement actions, aimed at professional training and at improving your expectations of reintegration in the labour market.

Within the possibilities of the Administration, you have the right and obligation to work. A job will allow you to develop a continuous activity, to improve your professional status and to prepare you for your return to the labour market. **Productive work in prison is paid.**

The Education Services provide access to elementary education, adult training courses, and will assist you in completing the studies you did not finish outside.

You can also profit from Distance Education, such as Secondary Education, or get any of the university degrees that are taught through the National University of Distance Education.

The Prison provides the necessary means to guarantee your **religious freedom** and the communication with religious scholars from your confession, if it is duly registered.



Conditional Release

The **last quarter of the sentence** may be suspended for Conditional Release, with several requirements: being classified in 3rd grade, having good behavior, and having paid the public liability derived from the offense.

The suspension of the execution of the sentence and the granting of conditional release may be applied as well to sentenced persons who have served **two-thirds of their sentence**. It is necessary to meet the above requirements and to have taken part in work, cultural or occupational activities. Such conditional release can even **be advanced up to a maximum of ninety days per year of served sentence**, with the previous requirements and, in addition, having carried out the activities continuously and, in its case, having taken part effective and favorably in Victim Restoration Programs, or Treatment or Addiction Programs.

Exceptionally, and with certain requirements, the Penitentiary Surveillance Judge may order the suspension of the execution of the remainder of the sentence and grant conditional release to sentenced persons that are serving a prison sentence for the first time, if their sentence does not exceed three years and if they have already **served half of it**.

Sentenced persons who have reached seventy years of age, or will reach this age during their prison sentence, who meet the requirements of the previous article, except having served three-quarters, two-thirds or, in its case, half of the sentence, may obtain the suspension of the execution of the remainder of the sentence and being granted conditional release.

The same criterion shall be applied in case of **very ill persons suffering from incurable diseases**, a condition that has to be accredited after the practice of the medical reports that the Penitentiary Surveillance Judge considers necessary.

Release Allowance

It is an economic allowance granted when imprisonment has a **duration of at least 6 months**, if the so-called "obligations of the unemployed" are met, this is: **seeking a job actively**, presenting yourself to **cover the offers** provided by the Public Employment Services, and **accepting the appropriate jobs**. **To these requirements we have to add those related to the situation of economic precariousness of the released person: the non availability of income** of any kind accounting for more than 75% of the Minimum Wage (SMI), and **not having the right to perceive the contributory unemployment benefit** - right to regular unemployment benefit.