



Gmünden Prison

Prison rules and implementing provisions

- normal execution
- day release employment
- semi-detention



Prison rules

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Normal execution, day release employment and semi-detention prison rules

The Department of Home Affairs and Security of the Canton of Appenzell Ausserrhoden issues the following prison rules based on Art. 16 para. 2 of the cantonal law on prison and probation (Gesetz über den Justizvollzug, bGS 341.1) dated 22 September 2014:

Preamble

You have just arrived at Gmünden Prison and are entering a unique phase of your life. In the interests of all prisoners, certain rules must be abided by. We therefore require you to read these rules and adhere to them, as well as to the corresponding directives and any instructions from prison staff in oral or written form. You expect to be treated correctly by prison staff and your fellow inmates. We expect the same in return.

These prison rules are binding. They are oriented towards the European Convention on Human Rights and based on the following laws, regulations and guidelines:

- the Swiss Criminal Code
- the guidelines set out by the Penal Committee of Eastern Switzerland (Ostschweizerische Strafvollzugskommission, OSK)
- the Cantonal Law on Prison and Probation and the corresponding ordinances

The rules first describe the general provisions applicable to normal execution, before providing details of the provisions applicable specifically to the sentence types day release employment and semi-detention.

In order to facilitate reading, all personal designations are stated exclusively in the masculine form.

1. Organisation

Art. 1

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| Mandate | 1.1. Gmünden Prison is a state-run organisation tasked with the mandate to house and care for inmates who have been sentenced to normal or special execution, day release employment or semi-detention. |
| Operation | 1.2. Gmünden Prison is operated by the canton of Appenzell Ausserrhoden. It is subordinate to and run by the cantonal public authorities and forms part of the Department of Home Affairs and Security. |
| Concordat | 1.3. Gmünden Prison is a concordat institution as per Art. 7 of the concordat agreement between the cantons of Eastern Switzerland on the execution of penal sentences and measures (Konkordat der Ostschweizer Kantone über den Vollzug von Strafen und Massnahmen, bGS 341.2). |
| Responsibilities | 1.4. Management is responsible for managing Gmünden Prison and representing it externally. It is responsible for orderly prison operations and issues any instructions necessary to achieve this. |

The supervisors of the departments sentence execution, care and security, social services, healthcare services and workshops aid management in managing Gmünden Prison and form the institution board together with management.

2. Admission

Art. 2

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| Data collection and checks | 2.1 On admission, the required personal details pertaining to the inmate are recorded, photos are taken, and the inmate's identity verified. The inmate is subjected to a body search. |
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Personal property	2.2	<p>The inmate's personal property is checked. Identification documents, keys, mobile phones, chargers, foreign currency, etc., are stored separately. These items are recorded in an inventory, which is signed. Any changes to this are also confirmed by signature. If there are any uncertainties as to the origin of valuables, a check may be conducted.</p> <p>In principle, clothes, personal items and skin care products are given back to the inmate once checked.</p> <p>Excess baggage may be rejected, i.e. sent to the inmate's relatives at his cost.</p>
Matters of medical relevance	2.3	<p>On admission, inmates complete a survey as to the state of their health. Usually, an admission check-up is conducted by the prison doctor in the first week after admission to Gmünden Prison. Before the admission check-up, any medicines and prescriptions brought to prison are checked and supplied in line with the doctors' prescriptions provided.</p>
Cash	2.4	<p>Inmates of Gmünden Prison are prohibited from carrying cash. Any cash in Swiss currency brought to prison is credited to the inmate's individual accessible and blocked accounts. If there are any uncertainties as to the origin of cash, a check may be conducted.</p>
Admission talks	2.5	<p>Usually, admission talks are held in the various areas and departments in the first week. The inmate is provided with all relevant information, made aware of the framework conditions imposed by the remanding authority and given the opportunity to ask questions or voice concerns.</p>
Normal and special execution	2.6	<p>At Gmünden Prison, the open prison differentiates between normal and special execution. Upon request from the remanding authority, the institution board decides to which department to admit the inmate. Inmates with health issues, for instance, are admitted to the special execution department for tests and to prepare for normal execution. If the inmate's health stabilises and the remanding authority is in agreement, the inmate can be slowly and incrementally introduced to the normal execution department. During a prison stay, the institution board may decide to relocate an inmate from the normal to the special execution department for disciplinary purposes, for example.</p>
Cell inventory, key	2.7	<p>Cell inventory is standardised. Whenever a cell is newly occupied or switched, as well as at release, a record is compiled. The inmate receives a key to the cell. The inmate is charged for any damaged or missing items or keys.</p>

3. Sentence planning

Definition	Art. 3	
	3.1	<p>As per the Swiss Criminal Code, the penal system must foster inmates' social behaviour, in particular, the ability to live without further offending. The remanding authority manages and coordinates the planning of the entire sentence.</p> <p>The penal system orients sentence planning towards the possibility of the inmate being released on parole after having served two thirds of his sentence, provided there are no particular reasons to the contrary.</p>
Target groups by duration	3.2	<p>For prospective stays in prison of up to six months, sentence planning focuses on essential, urgent care and treatment services as well as preparation for release in particular (living arrangements, ensuring releasees are able to cover their living expenses and providing contacts to care services).</p> <p>For prospective stays in prison of more than six months, depending on the required change and monitoring on one hand and the inmate's resources on the other, change increments are agreed upon and interventions conducted. To this end, a written sentence plan is compiled using a standardised form.</p> <p>In cases of accelerated sentence execution, sentence planning focuses on essential, urgent care and treatment services as well as measures fostering social behaviour and workplace skills.</p>

Sentence plan	3.3	<p>The sentence plan is an instrument used to plan and implement appropriate measures conducive to living without further offending in the future. The sentence plan is binding and incontestable, and no enforceable rights can be derived from it. The sentence plan defines the targets to be met during the prison stay and contains the following elements:</p> <ul style="list-style-type: none"> a) details of care measures and accommodation b) details of assigned work, as well as professional and personal education and training courses c) measures for the regulation of contact with the outside world d) measures regarding the need for offence-specific care or therapy e) measures in the interests of restorative justice and following up on the criminal act f) a rough plan of the sentence phases, as well as measures and regulations regarding release and probation g) measures to foster social behaviour <p>The sentence plan is created by the employees of the competent areas along with the inmate, taking into account the requirements of the remanding authority. It is forwarded to this authority. The sentence plan is reviewed periodically, at least once a year, and adapted when necessary.</p>
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4. Accommodation and leisure time

	Art. 4	
Daily timetable	4.1	<p>The institution board defines the daily timetable for the normal and special execution departments. Daily timetables include wake-up, lock-up and work times, etc. Daily timetables can be viewed on the information boards of the respective departments. In certain areas, such as the kitchen, there are special work and leisure time rotas.</p>
Cell rules	4.2	<p>The inmate may equip his cell with personal items as per the directive on cell rules. Cells must be kept tidy, with the adherence to cell rules easy to check at all times. The inmate must clean his cell on a regular basis and air it out daily. Any images or objects that do not adhere to custom or common decency or may breach cell rules are removed. The cell is accessible to institution staff at all times, including in the inmate's absence. Accessing the cell serves primarily to regularly check and evaluate adherence to the rules and ensure safety/security.</p> <p>The inmate is liable for any negligent or deliberate damage to the cell in general, but also for any damage to furniture or bedding (burn holes, etc.). He is responsible for the cell, cupboards and their contents. Gmünden Prison cannot be held liable in the event of theft or damage by fellow inmates or third parties.</p>
Television	4.3	<p>The inmate may hire a television from Gmünden Prison provided the respective fee can be covered by the funds available in his accessible account. Different regulations apply depending on the type of incarceration. The cost of hire is calculated by the day with a minimum hire of one month or the length of the prison stay, should this be shorter than one month. Upon receipt of the television, the inmate signs a binding agreement. If the inmate fails to adhere to this agreement, the television can be taken away. No changes may be made to the television or remote control. The inmate is liable for any damage to devices. Inmates may not use their own devices or swap their televisions with other inmates. Televisions are to be set at room volume. In principle, in the event of illness or accidents, televisions are collected.</p>
Private media, devices, peripherals, software	4.4	<p>Should an inmate wish to bring any private devices, the corresponding peripherals or software into prison, this requires authorisation. The inmate signs a user agreement. The agreement outlines the conditions for the use of private media. The permitted devices and accessories are listed. The agreement includes details of hard- and software checks as well as general rules regarding the media products. If the inmate fails to comply with the agreement, devices, peripherals and/or software can be taken away on a temporary or permanent basis.</p>
Meals	4.5	<p>Mealtimes are defined in the daily timetable. Meals are usually consumed in the dining hall. Exceptions to this rule are made for inmates in the special execution department and those who have been deemed ill or placed in solitary confinement.</p>

Upon admission, the inmate may choose from conventional, vegetarian or Muslim meals. In principle, the option chosen is binding for the duration of the prison term. The prison doctor can prescribe a specific diet. Inmates must behave in an orderly manner at the food counter, while eating and clearing up. They clear away themselves after eating and clean the table at which they were sat. Crockery, cutlery, food and drinks may not be taken from the dining hall or kitchen. An exception is made for desserts/fruit handed out along with meals.

Clothes, laundry, hygiene	4.6	Inmates wear their own clothes at their own expense and must wear clean clothes. Gmünden Prison can provide simple clothing and, if necessary, work clothes and work shoes, upon request. In certain areas of work, wearing work clothes and work shoes is mandatory. Clothes and bedding are washed on prison grounds according to the department plan. Gmünden Prison cannot be held liable for any lost, discoloured or shrunk laundry items. Dry cleaning is not possible. Having clothes washed externally is not permitted. Showers are available. Daily personal hygiene upkeep is expected.
Leisure activities	4.7	Inmates may spend their leisure time together in the designated areas (e.g. the gym) and, at certain times, outdoors (e.g. sports court). Gmünden Prison may offer leisure programmes to the best of its operational capacities. The respective activities are announced. Registrations can be made via care and security services (Betreuungs- und Sicherheitsdienst, BSD). The institution board may grant or decline participation in leisure programmes.
Prepaid card	4.8	On admission, the inmate is given a prepaid card to which a certain amount has been credited. The card can be used for phone calls and to pay at the kiosk on prison grounds. Everyday items can be purchased at the kiosk. The opening dates and times can be found on the information board. In the event of damage to or loss of his prepaid card, the inmate assumes liability.

5. Work and continuing education

Art. 5

Duty to work	5.1	In principle, prison inmates are obligated to work. Inmates serving a short sentence, e.g. in lieu of a fine, may also be obligated to work from a certain prison term onwards. Workstations are assigned by the workshops' managers, taking the inmate's skills and preferences into account to an appropriate extent, as well as operational requirements. Work at the workshops usually commences with simpler tasks in order to gauge the inmate's skills and behaviour. Any regulations and all oral or written instructions from the institution staff are to be followed. The inmate may only leave his workstation with the institution staff's permission. Refusal to work has disciplinary consequences. The FCOS work safety guidelines must be abided by.
Working hours	5.2	Working hours are defined in the directive on daily timetabling. Working hours are to be strictly adhered to. Should the need arise from an operational standpoint, overtime may be required. In principle, this is paid. The workshop managers decide upon any separate remuneration.
Duty of care	5.3	The inmate is obligated to take care of any production materials, machinery, devices and equipment. He is held liable for any deliberate and/or negligent damage.
Remuneration	5.4	Remuneration is comprised of a basic salary component, the performance assessment and qualification. Work is evaluated on a monthly basis according to quality and quantity criteria. The salary component is calculated based on the requirements of the work assigned as well as the inmate's behaviour, commitment, discipline and performance, taking his ability to work into account. Any education or training courses foreseen by the sentence plan in lieu of work and that is pursued during working hours is remunerated. In principle, no remuneration is paid during temporary release, leave or disciplinary measures. Should an inmate have no work through no fault of his own, basic remuneration is paid. Remuneration is calculated and credited to the inmate's accounts on a monthly basis.
Accessible and blocked accounts	5.5	Remuneration is credited to the inmate's accessible and blocked accounts at a certain ratio. The ratio is defined in a directive. In principle, all of the inmate's outgoings

during the prison stay must be paid from the accessible account (e.g. television hire, kiosk, temporary release).

A reserve is accumulated in the blocked account for the early days upon release. If the blocked account balance meets the amount requirement set out by the Penal Committee of Eastern Switzerland, the institution board may grant additional withdrawals for the following in particular:

- supporting the inmate's spouse, domestic partner or children
- certain training courses or continuing education
- paying debt
- rent or basic furnishing essentials for an apartment
- compensation payments to aggrieved parties
- healthcare costs not covered by health insurance, e.g. dentistry

The balance of the accessible and blocked accounts is paid out to the inmate upon release or, in exceptional cases, transferred to the competent authorities (e.g. probation or social services) upon agreement with these authorities.

Illness and accidents

5.6 In the event of incapacity to work due to illness or accidents, basic remuneration is paid. Healthcare services / the prison doctors decide whether or not to excuse an inmate from work due to illness or accidents in consultation with the institution board.

For the first two days of incapacity to work due to illness or accidents, the inmate is locked in his cell and receives all meals there. Televisions are collected. The inmate continues to pay the television hire nonetheless. Should an inmate be excused from work up until the day before planned temporary release or leave, the temporary release or leave is cancelled and rescheduled if possible, provided the temporary release or leave can be accommodated within the same month.

Training courses

5.7 Training courses serve to improve social and personal skills and to increase the chances of re-entering the work force upon release. Inmates have the opportunity to attend prison education, the educational programme provided on prison grounds. Prison education is intended for inmates who did not finish secondary school or no longer have command of the respective knowledge and skills. The educational programme can accommodate a limited number of participants only. There is no entitlement to education.

In exceptional cases and with permission from the remanding authority, external programmes may be attended. External courses, such as the fork-lift truck course, can be attended in principle under the following conditions: minimum stay at Gmünden Prison of six months, entitlement to leave, no behavioural complaints, sufficient funds to finance the course.

6. Contact with the outside world

Art. 6

Letters

6.1 The inmate may send and receive unlimited letters. Outgoing post must be stamped and the sender indicated. Stamps must be bought at the kiosk. Outgoing and incoming post may be subjected to spot checks. The content of any correspondence with the authorities or lawyers is not checked.

Telephone

6.2 Phone calls may be made exclusively in the phone booths. They only work with the prison prepaid card (see Section 4.8). Phone calls may be monitored for security reasons. Incoming calls for inmates are not forwarded. Inmates must make any phone calls during breaks or leisure time.

Newspapers and magazines

6.3 Subscriptions to newspapers or magazines are allowed, provided there is enough money in the accessible account. Any envisaged orders must first be discussed with administration staff within the framework of monthly budget planning. Subscription magazines will not be forwarded after release.

External orders

6.4 In principle, inmates are not permitted to order goods from external parties. Incoming parcels that have not been authorised are sent back at the inmate's expense.

Visitors

6.5 For those inmates who are entitled to neither temporary release nor leave, visiting

afternoons take place twice a month. Visiting times, registration procedures and the general rules applicable to visits are described in a separate directive. Former Gmünden Prison inmates and those of the cantonal Appenzell Ausserrhoden Prison are not permitted to visit for at least the first six months after release.

Temporary release and leave

6.6

General provisions:

The remanding authority decides upon whether to grant temporary release or leave. It may choose to delegate this capacity to the prison. Temporary release and leave form part of the sentence plan and may be subject to conditions. There is no legal entitlement to temporary release or leave. Temporary release and leave may not be spent abroad. The deposited identification documents are not handed out. Only the remanding authority may grant exceptions in cases with good cause. The inmate receives a leave pass containing details of the purpose, time frame and location at which leave is to be spent.

A differentiation is made between temporary release and leave. Leave is divided into relationship leave, purpose-bound leave and special leave.

Relationship leave, temporary release and purpose-bound leave may only be taken separately. They may not be taken cumulatively. The entire number of hours of leave or temporary release must be taken together and may not be divided.

In principle, neither temporary release nor leave may be taken in the last 14 calendar days before release or transfer.

During temporary release and leave, the consumption of drugs or any medicines that have not been prescribed is prohibited. The institution board is at liberty to have inmates tested for addictive substances at any time. The inmate must return sober, i.e. with an alcohol level of 0.0 per mille.

The inmate may be granted temporary release or leave under the following circumstances:

- If the prerequisite time is available.
- If the inmate adheres to his sentence plan and actively participates in reintegration efforts.
- If his attitude and behaviour in prison as well as his work performance has given rise to no complaints.
- There is reason to believe that:
 - o He will return to prison on time, adhere to the requirements and meet the conditions defined by the competent authority and refrain from abusing the trust placed in him during temporary release or leave.
 - o He does not pose an increased risk of flight or reoffending in any way that can be monitored.
- He has sufficient funds to cover any costs involved in the temporary release or leave.
- A verifiable address has been given for the leave.

a) Temporary release:

Temporary release gives inmates the opportunity to maintain relationships with people outside of prison and to remain in contact with the outside world. This aims to foster inmates' social behaviour.

b) Relationship leave

Relationship leave gives inmates the opportunity to foster, maintain and nurture relationships with relatives, close friends and loved ones.

c) Purpose-bound leave

Purpose-bound leave may be granted for urgent personal, professional or legal issues that cannot wait and expressly require the physical presence of the inmate.

The various waiting periods, types and durations of leave are detailed in a separate directive.

If an inmate is transferred from another prison, the point in time, scope and duration of temporary release and leave is oriented towards the sentence plan created by the outbound penal institution, provided the authorisation conditions continue to be met. In principle, a waiting period of at least one month applies. Any existing bans on temporary release and leave are carried over.

For inmates in accelerated sentence execution, the remanding authority decides upon the entitlement to leave in consultation with the competent public prosecutor and/or court.

Foreign inmates who have to leave Switzerland once they have served their sentence may be granted temporary release or leave under certain circumstances. The applicable conditions are set out in the directive on temporary release and leave.

Incoming goods and money	6.7	<p>The regulations applicable to incoming goods and monetary gifts are categorised as follows:</p> <p>a) Monetary gifts Each calendar month, a maximum of CHF 150 may be credited to the accessible account by external parties. The directive on monetary gifts applies.</p> <p>b) Visitors Visitors may bring certain goods to prison. These are described in the directive on receiving visitors.</p> <p>c) Parcels Inmates may receive one parcel a month. Details regarding contents and parcel checks can be found in a separate directive.</p> <p>d) Temporary release and leave: Primarily, those goods that were taken along for the temporary release or leave may be brought back to prison (e.g. mobile phones). Certain additional items may be brought into Gmünden Prison. These are detailed in the directive on temporary release and leave. No goods may be brought back from purpose-bound leave.</p>
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7. Medical, therapeutic and pastoral care

Healthcare services	Art. 7	
	7.1	The internal prison healthcare services form the interface between Gmünden Prison and doctors and are the first point of contact for health-related questions. Doctors' and dentists' appointments are made via healthcare services. Inmates who feel ill are to contact healthcare services during the opening times provided to receive a check-up and assess whether or not they are able to work.
	7.2	The prison doctor is responsible for inmates' medical care. The doctor usually does his rounds of Gmünden Prison once a week. In urgent cases or for special examinations, inmates are taken to the prison doctors' practices. Prison doctors decide on whether to administer medicine, the respective dosage and the ability to work where necessary. Inmates are bound by prison doctors' instructions.
	7.3	Gmünden Prison offers psychiatric consultations on prison grounds. The competent prison psychiatrists implement court-ordered out-patient treatment. Psychiatric consultations may also be attended on a voluntary basis. Inmates are usually referred to psychiatric consultations by the prison doctors. The psychiatrists are bound by professional confidentiality. For any issues pertaining to the sentence plan, however, they are in touch with the institution board. For court-ordered or voluntary forensic therapy, they are obligated to provide the remanding authority with regular updates on therapy progress.
	7.4	In principle, only pain-relieving emergency treatment is provided. Any further treatment requires a cost approval, either from the inmate himself or relatives or social welfare authorities.
Referral to external medical specialists	7.5	The prison doctors (physician, psychiatrist, dentist) may refer inmates to specialists where necessary. These external medical specialists are informed about inmates'

status in prison, the relevant health insurer and party covering the costs. Transport to external specialists is usually provided by care and security services. Upon request from Gmünden Prison or the prison doctors, the remanding authority decides on admission to hospitals or clinics. In emergencies, the prison doctors may order admission upon consultation with the institution board. The remanding authority is then informed as soon as possible.

Medicines	7.6	Prescription medicines brought to prison are checked against the prescription and the dose verified. Over-the-counter medicines are only dispensed in agreement with the prison doctors. Medicines are usually dispensed at the central counter. Inmates are bound by the dispensation times visible at the counter. Prescribed medicines must be taken under supervision. They may not be retained or given to other inmates. Some medicines are dispensed as a solution or powder. In medically justified exceptional cases and with consent from the prison doctors, medicines may be kept and taken in the cell.
Co-therapeutic offerings	7.7	Art therapy and animal-assisted therapy (with therapy dogs) are available within the prison. Registrations are taken by the administration. Participation is decided on by the institution board.
Health promotion	7.8	Regular preventive work regarding infectious diseases (HIV/AIDS, hepatitis, etc.), drugs, alcohol, nicotine and nutrition is promoted. Healthcare services will be happy to provide information where necessary and supply relevant informative material. In the interests of infection prevention, giving and receiving tattoos is prohibited in prison.
Health and accident insurance, cost bearer	7.9	<p>Inmates resident in Switzerland must have compulsory health and accident insurance as per the Health Insurance Law. During the prison term, a party must be designated to cover healthcare costs. Inmates who are unable to cover their healthcare costs themselves are registered with the social welfare authorities in their municipality of residence to have their costs borne. On admission, the insurance situation is clarified and rectified where necessary by social services.</p> <p>The inmate has a duty to cooperate. He must adhere to the social welfare authorities' requirements and disclose his accounts, for instance. Should inmates breach their duty to cooperate, medical treatments are kept to a minimum and any costs are paid from the inmate's account.</p> <p>Inmates not resident in Switzerland are registered with the competent authorities (e.g. social welfare office of the remanding canton) to have their healthcare costs borne. Social welfare authorities only ever cover costs on a subsidiary basis. The possibility of financial support from relatives is clarified.</p> <p>In addition, for individuals with no insurance at all, the canton of Appenzell Ausser rhoden provides accident insurance.</p>
Pastoral care	7.10	<p>Protestant and Catholic pastoral care is available at the prison on a regular basis. Inmates may take advantage of this opportunity to talk.</p> <p>Those belonging to other religious communities may request pastoral care from a representative of their faith. Management decides whether to grant permission.</p>

8. Rights, duties and bans

Art. 8

Private conversations	8.1	The inmate has the opportunity to request a private conversation with the competent staff. Registrations must be made in writing, indicating the specific topic or issue.
Right to lodge a complaint	8.2	The inmate has the option to contact management in the event of any disagreements between inmates or complaints against prison staff. Complaints against management are to be made in writing to the Cantonal Department of Home Affairs and Security.
Conduct	8.3	In the interests of all prisoners, certain ground rules must be abided by. The inmate must abide by the prison rules and daily schedule, as well as oral and written instructions from prison staff. Inmates are expected to treat prison staff and fellow inmates in an appropriate, respectful manner.

		The emergency call system is to be used exclusively in emergencies. Misuse is sanctioned.
Right to vote	8.4	Inmates who are entitled to do so may participate in votes and elections by letter. Inmates must request voting material from their municipality of residence. Political propaganda is prohibited across Gmünden Prison's entire grounds and premises.
AHV (old-age and survivors' insurance) and IV (disability insurance)	8.5	Gmünden Prison strives to avoid any gaps in AHV contribution payments. For inmates staying at Gmünden Prison for at least a whole calendar year, it pays half of the minimum contribution, as long as the inmate pays the other half of the minimum contribution from his accessible account. Inmates receiving disability benefits outside of prison must contact the competent IV authority. The benefits are interrupted for the duration of the prison term. Failure to notify the authorities can result in reclaims. With this in mind, social services check the interruption and reregister the inmate with the IV authority before release. If necessary, an application may be sent to the social welfare authority of the municipality of residence to cover healthcare costs during the prison term.
Vehicles	8.6	Inmates may not park any vehicles on prison grounds. Illegally parked vehicles may be towed subject to a fee.
Drugs and alcohol	8.7	Possessing, consuming and dealing drugs and alcohol are prohibited. Prison staff may conduct body checks, cell inspections or drug tests at any time. If narcotics are seized, the police may be involved. This ban also applies during stays in hospital or clinics as well as during temporary release or leave.
Smoking	8.8	In the interests of health promotion, the institution board is at liberty to define smoking and non-smoking areas on Gmünden Prison grounds and indoor premises.
Cash	8.9	Inmates are prohibited from carrying cash at Gmünden Prison. Cash brought to prison is credited to inmates' prison accounts upon admission. Cash brought back from temporary release or leave is also credited to the individual accounts along with monetary gifts (see also Art. 2.4 and 6.7).
Pornography	8.10	The possession of any written materials, audio, imagery or other data carriers or objects that depict sexual acts with children, animals, human excrements or violence is prohibited.
Smuggling	8.11	Smuggling in unauthorised goods and objects is prohibited. Smuggled goods are confiscated and taken away from the inmate for either a definite or indefinite period of time. Any proceeds are credited to the inmate support fund.
Legal transactions	8.12	Legal transactions between inmates, such as purchases, trades, gifts, lending, loans, etc., are prohibited. Gmünden Prison accepts no liability.
Checks	8.13	Prison staff may inspect inmates' personal property, clothes, cupboards and cells at any time. Body checks may be conducted at any time. If an inmate is suspected to have hidden objects in his body orifices, an examination by the prison doctor may be ordered. Drug tests (alcohol tests, urine samples) can be ordered at any time. Urine samples are taken under visual control. Refusal to take the test is equated with testing positive for hard drugs. If the urine sample tests positive for one or more prohibited substances, the inmate is charged for the entire test.

9. Disciplinary system

	Art. 9	
Basic principle	9.1	The disciplinary system is oriented towards the guidelines set out by the Penal Committee of Eastern Switzerland. It serves to maintain order and safety in the penal institutions. Cantons issue disciplinary regulations describing disciplinary offences, sanctions and the respective procedures.

Disciplinary breaches	<p>9.2 Breaches of the prison rules, the corresponding directives and the sentence plan are considered disciplinary breaches – in particular:</p> <ul style="list-style-type: none"> a) escape, attempted escape and assisting escape b) acts of aggression against or threats to prison staff, fellow inmates or third parties c) refusal to work, incitement to refuse work or not returning from external occupation d) misuse of the right to temporary release, leave or visitation e) unauthorised contact with persons outside prison f) the possession, manufacture or forwarding of prohibited items, bringing these into or taking these out of prison, particularly weapons, weapon-like objects or written texts, mobile phones or unauthorised cash by circumventing checks g) damage to buildings or objects, wasting materials or lack of care when dealing with animals h) the possession, manufacture or consumption of drugs or alcohol, dealing drugs or alcohol or bringing these into prison, as well as the misuse of medication i) improper behaviour towards prison staff, fellow inmates or third parties j) breaches of oral or written instructions from prison staff k) behaviour that jeopardises or has the potential to jeopardise good order and security <p>Incitement to and complicity in disciplinary breaches are considered disciplinary breaches in their own right.</p>
Disciplinary measures	<p>9.3 Disciplinary measures are:</p> <ul style="list-style-type: none"> a) written reprimand b) temporary confiscation of or restriction of access to money c) temporary withdrawal or restriction of leisure activities, particularly the use of televisions and/or audio and video players and the participation in events, courses or group activities d) temporary suspension or restriction of contact with the outside world, particularly bans on visitation, temporary release and leave (excluding contact with the authorities and legal representatives) e) fines of up to CHF 200 f) cell lock-up of up to 14 days g) detention of up to 20 days <p>Several measures may be combined. The inmate is informed of the accusations and sanctions and has the opportunity to make a statement. The written disciplinary order lists the applicable appellate remedies, prosecution and measures of the remanding authority notwithstanding.</p>
Procedure	<p>9.4 In the event of a suspected disciplinary breach, the circumstances are clarified and documented in writing. If necessary to maintain good order at the prison, management or their proxy may put the inmate in solitary confinement or detention immediately.</p> <p>The inmate may submit an appeal including written justification to the Department of Home Affairs and Security within five days. The Department of Home Affairs and Security of the Canton of Appenzell Ausser Rhoden decides on whether to restore the suspensive effect.</p> <p>Detention is carried out in a designated room with no option to work. Solitary confinement is carried out in a special department or in the cell. There, the inmate receives meals and information on any options to work. The inmate has the right to spend one hour a day outdoors, as long as this provides no cause for fear of harm to others or to the inmate himself and the inmate poses no flight risk.</p> <p>The remanding authority is informed of disciplinary measures taken. Mention is made of disciplinary misdemeanours in the sentence report.</p>

10. Sentence phases and release

Art. 10

External occupation	10.1	<p>Where necessary to meet workshop demand, individual inmates or groups may be occupied by an employer off prison grounds. The following conditions apply:</p> <ul style="list-style-type: none"> a) a certain qualifying period having elapsed in normal execution b) adherence to the sentence plan c) active participation in integration measures d) the assumption that he will adhere to the workplace's code of conduct as well as prison regulations e) no flight risk <p>The inmate must agree to the work assignment and receives appropriate remuneration. The inmate remains subject to Gmünden Prison's execution regime and disciplinary authority. External occupation is coordinated by workshop management.</p>
Day release employment	10.2	<p>For sentences of over 18 months, the last part of the sentence can be served in day release employment. The duration of this sentence phase is determined in line with the guidelines set out by the Penal Committee of Eastern Switzerland.</p> <p>The same conditions apply as to external occupation (see Art. 10.1). Additional requirements are that the inmate has spent at least six months in an open prison and has, in particular, successfully completed several leaves, there is a place in one of the recognised institutions from which to pursue day release employment and that an external job is available. For foreigners, whether they are able to stay in Switzerland having served their sentence must also be verified. Foreigners who are not able to stay in Switzerland are not permitted to partake in day release employment. Further details on day release employment can be found under Art. 11.</p>
External accommodation	10.3	<p>The admission requirements applicable to external accommodation are based on the guidelines set out by the Penal Committee of Eastern Switzerland.</p>
End of sentence	10.4	<p>For sentences of up to three months, release is granted upon expiry of the actual sentence term as per the execution mandate from the remanding authority. Those serving the unsuspended part of a partially suspended sentence are also released on the end date of the sentence.</p>
Release on parole	10.5	<p>For sentences of over three months, the remanding authority decides on whether to grant parole as per Art. 86 of the Swiss Criminal Code and in line with the guidelines set out by the Penal Committee of Eastern Switzerland. Inmates are usually released on parole after having served two thirds of their sentence, after three months at the earliest. The prison compiles an application for parole, which is submitted to the remanding authority along with a statement from the inmate six to eight weeks before potential release on parole. The remanding authority decides whether to grant early release upon consultation of all relevant forecast circumstances. The remanding authority defines a probationary period and may impose conditions on parole. The decision is communicated in a written order, which mentions the relevant appellate remedies.</p>
Release, personal property and cash	10.6	<p>Release usually takes place on the morning of release day once the cell has been formally handed over. The inmate is charged for any missing or damaged objects. The balance of the accessible and blocked accounts is paid out to the inmate upon release or, in exceptional cases, transferred to the competent authorities (e.g. probation or social services) upon agreement with these authorities. The inmate confirms with his signature that he has received his personal property and the statement pertaining to remuneration. If an inmate is transferred or relocated to another institution, the entire balance is transferred there.</p>
Personal property or cash left behind	10.7	<p>Any personal property or valuables left behind by escaped prisoners are recorded in an inventory and stored. Remuneration deposits are also retained. In principle, personal property and cash is neither sent on nor handed over to authorised representatives. If an inmate is arrested and brought to another prison, his personal property and money is sent/transferred there. If the owner fails to get in touch within five years after escaping, the personal property may be destroyed or utilised. Entitlement to cash left behind and remuneration lapses after five years.</p>

11. Day release employment rules

Art. 11

Requirements	11.1	The conditions applicable to transitioning to the day release employment phase are described under Art. 10.2. An agreement between employer, employee and the prison is required.
Salary management, board fees	11.2	The prison is responsible for salary management, and salaries must be paid to the prison's account. Monthly board fees are calculated for inmates in day release employment as per the guidelines set out by the Penal Committee of Eastern Switzerland. To this end, a budget is drawn up. It includes a weekly allowance that is paid out to the inmate for personal expenses and other costs. Upon release, a closing statement is issued.
Admission	11.3	In the event of a transfer from another prison, data is recorded and personal property checked (see also Art. 2.1 and 2.2). Subsequently, admission talks are held (see also Art. 2.5). Information on receiving a cell can be found under Art. 2.7.
Sentence plan	11.4	The targets defined in the sentence plan continue to be worked towards (see also Art. 3).
Daily timetable	11.5	See also Art. 4.1 and 4.2 as well as the respective directives.
Cell rules	11.6	Clothes and bedding are washed on prison grounds according to the department plan. Gmünden Prison cannot be held liable for any lost, discoloured or shrunk laundry items. Dry cleaning is not possible.
Meals	11.7	Meals can be ordered from the institution's kitchen for a fee. The department also has its own kitchen, where inmates can make their own meals. The space made available is to be kept clean and orderly.
Cash and personal property	11.8	Original identification documentation is stored in the central office and handed back to inmates at release. Upon return from work, car keys must be handed in at the central office. Inmates in day release employment are allowed to carry cash at Gmünden Prison. It is also possible, however, to deposit cash and valuables with institution staff. Receipt is confirmed by signature in the inventory of personal property.
Technical devices, media	11.9	<p>The regulations applicable to media, technical devices and the respective peripherals and software are defined in the following agreements:</p> <ul style="list-style-type: none"> - TV hire agreement - private media user agreement <p>Upon return to prison, mobile phones must be deposited at the central office. They can be collected once again when leaving.</p>
Work	11.10	Inmates may leave provision for a maximum of 13 hours to pursue a professional activity. The institution board defines the times at which it is possible to leave and return to prison. In the event of inability to work due to illness or accidents during working hours, the prison must be informed immediately. Should medical treatment be performed externally, the prison is to be informed and a doctor's certificate to be handed in. Time off (with the exception of leave) is to be spent at Gmünden Prison. Jobs may only be given up or switched upon agreement with Gmünden Prison or the remanding authority. In the event of unemployment, the time off must be spent at prison until a new job, approved by Gmünden Prison or the remanding authority, can be commenced. Upon the institution board's order, prison staff are entitled to make enquiries at the workplace and to conduct checks. Inmates may drive to work in a car, which may be parked in the prison car park.
Contact with the outside world	11.11	<p>Contact with the outside world is described under Art. 6 of the prison rules, which apply accordingly to the day release employment department.</p> <p>Those in day release employment are not entitled to have visitors. The institution board may grant the inmate in day release employment up to 48 hours leave per week. Leave usually commences on Friday evening after work and lasts until Sun-</p>

day evening. The provisions under Art. 6.6 apply accordingly to the granting of leave.

Leisure time, supervision	11.12	Gmünden Prison provides the infrastructure for leisure activities (e.g. recreation room, courtyard for walking). The inmate may ask institution staff any individual questions.
Doctor, medicines	11.13	In principle, doctors' appointments take place with the prison doctor. Prescription medicines are checked at the distribution point. The assessment of the need for and the distribution of medicines are governed by the provisions under Art. 7.6. In principle, therapy/treatment is provided off prison grounds. Gmünden Prison must be informed accordingly. In principle, new registrations for therapy/treatment are made via the prison doctors.
Bans	11.14	In addition to the bans described under Art. 9, the following provisions apply to day release employment. Inmates are prohibited from: a) returning to prison under the influence of alcohol or drugs b) returning to prison late unexcused and for no plausible reason c) using their time outside the institution for unauthorised purposes d) contacting inmates in normal execution e) disregarding the terms and conditions of the remanding authority
Checks, punishment, disciplinary regulations Right to lodge a complaint	11.15	Prison staff may conduct checks at any time (see Art. 8.13). Failure to comply is punished. The disciplinary regulations and right to lodge a complaint apply as described above (see Art. 9 and 8.2). Authorisation to work may be temporarily withdrawn while the circumstances are assessed. Disciplinary breaches may result in the termination of day release employment.
Release	11.16	See Art. 10.

12. Semi-detention rules

Art. 12

Authorisation	12.1	The remanding authority decides on whether to permit an inmate to serve his sentence in semi-detention. It defines the start date of the sentence, location of execution and times at which the inmate is to leave and return to prison as well as any potential conditions. Under certain circumstances, the remanding authority may order the termination of semi-detention and transfer to normal execution.
Board fees	12.2	The remanding authority defines board fees. Under certain circumstances, it may waive board fees. To this end, the inmate must submit a written application and justify his hardship. The defined board fees must be paid by the inmate in advance of each week. The amount is to be brought to Gmünden Prison every Monday.
Admission	12.3	See Art. 2; an admission talk is held by the sentence execution supervisor. Then the inmate may move into his cell.
Sentence plan	12.4	See Art. 3.
Daily timetable and cell rules	12.5	See Art. 4.1 and 4.2 as well as the corresponding directives.
Clothes, laundry	12.6	See Art. 11.6.
Meals	12.7	See Art. 11.7.
Cash and personal property	12.8	See Art. 11.8.
Technical devices,	12.9	See Art. 11.9.

media Work	12.10 See Art. 11.10.
Contact with the outside world	12.11 Contact with the outside world is described under Art. 6 of the prison rules, which apply accordingly to the semi-detention department. Those in semi-detention are not entitled to have visitors. After a waiting period, usually of two months, the institution board may grant the inmate in semi-detention up to five hours' temporary release and up to 32 hours' leave per month. In principle, leave is taken from Saturday to Sunday. The provisions under Art. 6.6 apply accordingly to the granting of leave.
Leisure time, supervision Doctor, medicines, therapy	12.12 See Art. 11.12. 12.13 In principle, doctors' appointments take place with the inmate's general practitioner (GP). In exceptional cases, the prison doctor may be called upon. The assessment of the need for and the distribution of medicines are governed by the provisions under Art. 7.6. The inmate must order and collect medicine refills from his GP in good time. In principle, therapy/treatment is provided off prison grounds. Gmünden Prison must be informed accordingly. New registrations for therapy/treatment are made via the GP, in exceptional cases via the prison doctors or the sentence execution supervisor.
Bans	12.14 In addition to the bans described under Art. 9, the following provisions apply to semi-detention. Inmates are prohibited from: <ul style="list-style-type: none"> a) returning to prison under the influence of alcohol or drugs b) returning to prison late unexcused and for no plausible reason c) using their time outside the institution for unauthorised purposes d) contacting inmates in normal execution e) disregarding the terms and conditions of the remanding authority
Checks, punish- ment, disciplinary regulations, right to lodge a complaint	12.15 Prison staff may conduct checks at any time (see Art. 8.13). Failure to comply is punished (see Art. 8.14). The disciplinary regulations and right to lodge a complaint apply as described above (see Art. 9 and 8.2). Authorisation to work may be temporarily withdrawn while the circumstances are assessed. Disciplinary breaches may result in the termination of semi-detention.
Release	12.16 See Art. 10.

13. Final provisions

Art. 13

These prison rules were approved by the Penal Committee of Eastern Switzerland on 27 October 2017 and entered into force on 1 January 2018 (German version). They replace the previous prison rules.

Department of Home Affairs and Security, Appenzell Ausserrhoden

Paul Signer

Landammann; Director of the Cantonal Department of Home Affairs and Security



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Directive on temporary release and leave

Temporary release and leave is granted in accordance with the guidelines set out by the Penal Committee of Eastern Switzerland (Ostschweizerische Strafvollzugskommission, OSK).
Usually, once leave has been granted, one temporary release is taken first, then leave.

Temporary release:

Temporary release may be granted as of two months after admission. During the first year served at Gmünden Prison, one temporary release per month may be granted, with this number rising to two per month from the second year onwards. The maximum temporary release duration is five hours. The institution board may define the boundaries to be adhered to during temporary release. In principle, a maximum of CHF 80 may be withdrawn from the accessible account for each temporary release.

Temporary release is granted exclusively for weekends (Saturday or Sunday), with the kitchen duty rota being an exception. Release begins at 8 a.m. at the earliest and ends at 9:45 p.m. at the latest. Inmates may not leave for or return from release during mealtimes (11:30 a.m. to 12:30 p.m. and 5:15 to 6:15 p.m.).

Temporary release application forms can be requested at the care and security services (Betreuungs- und Sicherheitsdienst, BSD) central office. These are to be completed in full and submitted at least ten calendar days before the desired date. The institution board may approve temporary release applications or decline them in justified cases. Applications may be denied e.g. if the conditions (under Art. 6.6. of the prison rules) are not met, in the event of a ban on leave or if an inmate tests positive for addictive substances. Temporary release may only be taken during the intended month and not postponed to the following month. Temporary release blocked by disciplinary order may not be recuperated.

Relationship leave:

Inmates must have served one sixth of their sentence and have been at Gmünden Prison for at least two months. If no other conditions apply, inmates in normal execution who qualify for leave may take relationship leave once a month. In the first year upon qualifying for leave, inmates may take 32 hours' leave each month, with the duration increasing to 42 hours from the second year upon qualifying for leave onwards. A verifiable leave address must be provided.

Leave is granted exclusively for weekends, with the kitchen duty rota being an exception. Leave begins at 8 a.m. at the earliest and ends at 9:45 p.m. at the latest. Inmates may not start or return from leave during mealtimes (11:30 a.m. to 12:30 p.m. and 5:15 to 6:15 p.m.).

Leave application forms are handed out by social services and can be requested via internal mail. These are to be completed in full and submitted at least ten calendar days before the desired date. The institution board may approve leave applications or decline them in justified cases. Applications may be denied e.g. if the conditions (under Art. 6.6. of the prison rules) are not met, in the event of a ban on leave or if an inmate tests positive for addictive substances. Leave may only be taken in full and during the intended month and neither divided nor postponed to the following month. Leave blocked by disciplinary order may not be recuperated.

A maximum of CHF 200 may be withdrawn from the accessible account for each leave. Higher withdrawal amounts must be justified and considered in the monthly budget beforehand.

Special leave:

The institution board may grant up to five days' special leave for bank holidays each year (Easter, Whitsun, Christmas). The dates and conditions are announced in a timely manner. In the event of sanctions by disciplinary order or repeated fines during the three months prior to special leave, the special leave is cancelled.



Primarily, those goods that were taken along for the temporary release or leave may be brought back to prison, e.g. mobile phones. The following additional items may be brought back from temporary release or leave:

clothes, shoes

a sleeve of cigarettes or tobacco products of equal value

personal correspondence, documents

Money: The inmate may bring back or have sent to him a maximum of CHF 150 per month. The money is credited to the inmate's accessible account. Amounts exceeding CHF 150 are credited to his blocked account.

Other items (e.g. craft supplies) may only be brought back to prison with permission from the institution board.

Items not permitted will be sent back, stored along with the inmate's other personal property or discarded. Personal property brought back is checked before being returned to the inmate.

Purpose-bound leave:

Purpose-bound leave may be granted for urgent matters that cannot wait. The duration is defined in line with the purpose of leave on a case-by-case basis. The maximum duration is 16 hours.

Purpose-bound leave must always be justified. The exhaustive list of reasons:

- the inmate's or a close relative's wedding or registration of partnership (whereby parents, siblings and children are deemed close relatives)
- birth, christening, communion, confirmation of the inmate's children or the equivalent events in other faiths
- severe illness, death or funeral of one of the inmate's close relatives or loved-ones
- pursuing important contact with the authorities if arrangements must be made in person and this cannot be accommodated on prison grounds
- receiving medical treatment or therapy if this cannot be provided on prison grounds and the prison doctor has made a referral
- preparation for release, particularly interviews with future employers, looking for accommodation or attending meetings with the authorities responsible for post-release support

Purpose-bound leave can only be taken for verified appointments. The inmate is responsible for having the appointment confirmed, e.g. by fax or letter.

Only those items taken along for purpose-bound leave may be brought back to prison. No additional items may be brought back and into prison.

Foreign inmates

Foreign inmates who have to leave Switzerland once they have served their sentence may be granted temporary release or leave if the general conditions are met, the prerequisite time is available, they do not pose an increased risk of flight or reoffending, they have valid travel documents and are credibly willing to comply with the removal ruling. Leave authorisation is also dependent on the inmate having a close tie to a spouse or domestic partner living in Switzerland, his own children, parents, siblings with right of residence.

General rules for temporary release, relationship leave, special leave and purpose-bound leave:

Temporary release and leave durations include travel time.

Once temporary release or leave has been authorised, the dates and times can no longer be changed.

Temporary release and leave is generally not granted for 1 August and 31 December.

In principle, neither temporary release nor leave may be taken in the last 14 calendar days before release or transfer.

This directive replaces all previous directives.



Directive on receiving visitors

Visitors (Art. 6 of the prison rules)

Visiting afternoons are held on the first Sunday and third Saturday of each month from 1:30 to 4 p.m. In the (calendar) week of admission, the inmate may not receive visitors.

Application forms for receiving visitors must be completed in full and handed in to the institution board by 10 a.m. on the Monday before the respective visitation weekend. All visitors – a maximum of three adults and children aged up to 16 – must be listed by name along with their addresses. Unregistered visitors will not be permitted entry.

The prison staff requires visitors to provide proof of identification. The following identification documents are accepted at the entry check provided they are valid and original:

Identification documents for Swiss citizens: Swiss passport, Swiss identification card

Identification documents for foreigners: equivalent foreign identification documents (passports, ID)

Residence permits for EU/EFTA citizens: EU/EFTA categories L, B, C, Ci and G.

Residence permits for citizens of third-party states: categories B, C, Ci, G, L, F, N and S.

In exceptional cases, stamped and signed copies of the listed identification documents certified by an official authority or foreigner accommodation may be accepted. Notices of the loss of the above-listed identification documents issued by the Swiss police are also accepted.

Gifts from visitors:

clothes, shoes

a sleeve of cigarettes or tobacco products of equal value; limit applies per visitation day, even when several groups of visitors are received.

personal correspondence, documents

Money: The inmate may bring back or have sent to him a maximum of CHF 150 per month. Money brought in by visitors is collected in return for a receipt and credited to the inmate's accessible account. The maximum amount of CHF 150 per month applies irrespective of the number of visitation days or visitors. Amounts exceeding CHF 150 are credited to the inmate's blocked account.

Other items (e.g. craft supplies) may only be brought to prison with prior permission from the institution board. The items brought in are checked by prison staff. Items not permitted are rejected. Personal property (e.g. clothes) brought in is checked before being handed over. Should the behaviour of the inmate or his visitors fail to adhere to custom or common decency, the visitation may be cut short. The respective visitors may be excluded from future visitations.

This directive replaces all previous directives.



Directive on monetary gifts

Per calendar month, a maximum of CHF 150 may be credited to the accessible account by external third parties. Transfers may be made to a Post account, cash sent by post or included in the monthly parcel, handed over by visitors or brought home from temporary release or leave.

The monetary gift, to a maximum of CHF 150 per calendar month, is credited to the inmate's accessible account. Amounts exceeding CHF 150 are credited to his blocked account.

At the end of the month, the inmate is issued an account statement featuring the current accessible account balance with which to plan the following month's expenditures. Any gift received during the current month can therefore, in principle, only be spent the following month. Exceptions may be made in the month of admission upon consultation with the administration.

Other monetary gifts, such as those designated for specific purposes, e.g. a training course, may be authorised upon consultation with the institution board. If no purpose is clearly agreed upon, amounts exceeding CHF 150 are credited exclusively to the blocked account. Transfers from one inmate to another are prohibited.

This directive replaces all previous directives.



Directive on receiving parcels

The inmate may receive one monthly parcel per calendar month. The parcel must be packaged in a container and labelled "monthly parcel". It can be sent by post, handed over by visitors or brought back from temporary release or leave. It may contain the following items:

- clothes and shoes
- personal correspondence and documents
- a sleeve of cigarettes or tobacco products (tobacco, cigarette paper, tubes) of equal value
- Money: The inmate may bring back or have sent to him a maximum of CHF 150 per month. The money is credited to the inmate's accessible account. Amounts exceeding CHF 150 are credited to his blocked account.

Other items (e.g. craft supplies) may only be sent to prison with permission from the institution board.

Only one parcel per month is allowed. For parcels sent by post, the postage date, i.e. the postage stamp, is indicative. Parcels are checked before being handed over to the inmate. Express parcels are treated as normal post. Unauthorised parcels and prohibited goods are returned to the sender at the inmate's expense. If no sender has been indicated, perishable goods are discarded. Other items are deposited along with personal property. In principle, these items are not handed over until the inmate is released.

Customs fees charged for parcels are debited from the inmate's accessible account.

If any illegal goods, such as drugs, weapons, etc., are found in the parcel, the police will be contacted. The parcel itself is never handed over to the inmate.

This directive replaces all previous directives.



Directive on daily timetabling, normal execution, Mon-Fri

6:30 a.m.	wake-up for everyone	
6:50 a.m.	breakfast	in the dining hall
7:20 a.m.	meal counter closes	
7:20 a.m.	free time	talks, official phone calls
7:30 a.m.	entrance 2 is opened	inmates go to work
7:40 a.m.	work starts	at workstations
9:30 a.m.	(mandatory) break	in the main building
9:50 a.m.	end of break	inmates go to work
9:55 a.m.	work starts	at workstations
11:45 a.m.	lunch break	
11:50 a.m.	post distribution lunch	
12:05 p.m.	meal counter closes	
12:15 p.m.	everyone out of dining hall	
12:20 p.m.	option to spend time outside	until 12:45 p.m.
12:50 p.m.	entrance 2 is opened	inmates go to work
1:00 p.m.	work starts	at workstations
2:40 p.m.	(mandatory) break	in the main building
3:00 p.m.	end of break	inmates go to work
3:05 p.m.	work starts	at workstations
4:40 p.m.	end of work free time	talks, official phone calls
5:00 p.m.	leisure time	
5:45 p.m.	dinner	in the dining hall
6:05 p.m.	meal counter closes	
6:15 p.m.	everyone has left the dining hall	followed by free time to spend in accordance with the prison rules, daily timetable and weekly plan
10:00 p.m.	inmates in cells	doors are locked
Fridays	end of work 4:00 p.m.	but no afternoon break



Directive on daily timetabling, normal execution, Sat/Sun, bank holidays

7:45 a.m.	wake-up for everyone	followed by breakfast in the dining hall
8:30 a.m.	meal counter closes	
8:45 a.m.	everyone out of dining hall	
by 11.45 a.m.	free time	as per prison rules / daily timetable / weekly plan from 10:00 to 11:15 a.m. option to spend time outside
11:45 a.m.	lunch	in the dining hall
12:05 p.m.	meal counter closes	
12:15 p.m.	everyone out of dining hall	
	followed by free time	
1:00 p.m.	option to spend time outside on visitors' days, from 4:15 p.m. at the earliest	until 5:00 p.m.
5:45 p.m.	dinner	in the dining hall
6:05 p.m.	meal counter closes	
6:15 p.m.	everyone has left the dining hall	followed by free time to spend in accordance with the prison rules, daily timetable and weekly plan
6:45 p.m.	option to spend time outside	until 8:00 p.m.
10:00 p.m.	inmates in cells doors are locked	
	ON VISITATION DAYS	
1:30 to 4:00 p.m.	visiting hours	Inmates expecting visitors wait in the corridor on the first floor.



Directive on daily timetabling, special execution

Time	Stage 1	Place	Stage 2	Place
approx. 6:45 a.m.	wake-up		wake-up	
	breakfast	room, locked	breakfast	room, locked
7:25 a.m.	doors opened by BSD		doors opened by BSD	
	free time		free time	
7:40 a.m.	work starts	work room	work starts	work room
9:30 to 9:50 a.m.	(mandatory) break	in department	(mandatory) break	in department
9:55 a.m.	work starts	work room	work starts	work room
11:25 a.m.	post distribution		post distribution	
	lunch	room, locked	lunch	room, locked
12:55 p.m.	doors opened by BSD		doors opened by BSD	
1:00 p.m.	work starts	work room	work starts	work room
1:00 to 2:00 p.m.	walk	special execution outdoor area	walk	special execution outdoor area
2:40 to 3:00 p.m.	(mandatory) break	in department	(mandatory) break	in department
3:05 p.m.	work starts	work room	work starts	work room
3:50 to 4:50 p.m.	physical exercise (as required, as per special execution staff instructions)	gym		
*4:40 p.m.	end of work		end of work	
	free time			
5:00 p.m.	leisure time	in department	leisure time	in department
approx. 5:15 p.m.	dinner	room, locked	dinner	room, locked
approx. 6:00 p.m.	leisure time	in department	leisure time	in department
8:15 p.m.	lock-up	in room		
**8:15 p.m.			start of stage-2 leisure time	normal execution department
10:00 p.m.			end of stage-2 leisure time, lock-up	in room

Daily timetable, special execution, Sat/Sun, bank holidays

Time	Stage-1 activity	Place	Stage-2 activity	Place
approx. 8:00 a.m.	wake-up		wake-up	
	breakfast	room, locked	breakfast	room, locked
8:30 a.m.	doors opened by BSD		doors opened by BSD	
	leisure time	in department	leisure time	in department
11:25 a.m.	post distribution		post distribution	
	lunch	room, locked	lunch	room, locked
1:00 p.m.	leisure time	in department	leisure time	in department
***As per BSD instructions	walk	Cantonal prison courtyard	walk	Cantonal prison courtyard
approx. 5:15 p.m.	dinner	room, locked	dinner	room, locked
approx. 6:00 p.m.	leisure time	in department	leisure time	in department



8:15 p.m.	lock-up	in room		
**8:15 p.m.			start of stage-2 leisure time	normal execution department
10:00 p.m.			end of stage-2 leisure time, lock-up	in room

*Friday: Cleaning special execution department from 3:15 p.m., end of work 4:00 p.m. (stages 1 and 2); every two weeks group talk 2:45 to 3:15 p.m.

**Start of stage-2 leisure time once sports ground closed

Leisure time in department: showering, phone calls possible.

***On visitation afternoons (1st Sun and 3rd Sat), if visits are scheduled in the special execution department, inmates remain locked in their cells.



Directive on the ratio between accessible and blocked accounts

Monthly remuneration is split and credited to the inmate's accessible and blocked accounts at a ratio of 60% to 40%.

This directive replaces all previous directives.



Private media user agreement: devices, peripherals and software

Should an inmate wish to bring a PC, laptop, etc., to prison, authorisation is required. The respective application can be submitted to care and security services (Betreuungs- und Sicherheitsdienst, BSD) after a minimum stay at Gmünden Prison of one month. To qualify, the inmate must have received no behavioural complaints and, in principle, have a stay of at least six months remaining at the point in time the application is submitted. Devices and accessories are acquired at the inmate's own costs. The authorisation of device use in the cell is considered a privilege. The device may be taken away at any time in the event of bad behaviour and/or breaches of the prison rules.

1. Devices/accessories allowed

- 1 laptop (screens from 10" diagonal) with a fixed, physical keyboard or 1 PC with a hard drive, an operating system (no dual boots), a user account, keyboard, mouse and monitor (max. screen size 21").
- Handheld console (e.g. Gameboy) without a camera
- 1 CD, DVD or Blue Ray player with burner, 1 joystick, 1 printer (no combined devices)
- 1 non-Internet-enabled games console with controller (no other accessories, e.g. steering wheels), etc., and the corresponding DVD or Blue Ray games, clearly marked as original data carriers
- Only CDs, DVDs and Blue Ray discs that are clearly marked as original data carriers, categorised 16+ as per the PEGI (Pan European Game Information). Neither home-made data carriers nor blanks are allowed.
- MP3 devices without screens (not even broken screens)
- Any USB sticks brought to prison are deposited along with personal property. For job applications or for educational purposes, a stick can be borrowed from prison.

2. Entry and other checks

- Devices, peripherals and software are subject to entry checks by prison staff. Any prohibited files are deleted by the staff. The inmate consents to this by signing the present agreement. The prison assumes no liability for devices or files.
- Prison staff may conduct hard- and software checks at any time. The device may therefore not be password protected. If a password is used nonetheless, the inmate must inform the member of BSD staff of the password. If he fails to do so, the device is confiscated. If a check reveals a change in password or prohibited files, the device may be confiscated on a temporary or permanent basis. The inmate assumes full responsibility for his hard- and software. The prison assumes no liability for devices and accessories.



3. General

- This agreement is valid for the undersigned inmate and may not be transferred to a fellow inmate. Authorised devices may not be given or loaned to another inmate. The prison rejects all liability for loaned software.
- MP3 players brought to prison may not leave the prison grounds. A second player may be deposited with personal property for use during leave.
- No broken devices may be brought to prison.
- Creating "pirate copies" is prohibited.
- If any devices are used that enable the inmate to contact external parties, these will be confiscated immediately and indefinitely.
- Authorised hard- and software may not leave prison grounds during the term of the sentence. Repairs to computers and peripherals as well as software updates are not possible during the prison term. Broken devices are stored with personal property until release.
- Image and sound recordings are prohibited in prison. Cameras that are integrated into laptops or PC screens, for instance, are sealed. Should the inmate notice that the seal has been damaged, he is obligated to inform the staff immediately. Removing or deliberately destroying the seal is prohibited.
- If these rules are breached, the device, peripherals and software may be confiscated on a temporary or permanent basis. If a complaint is filed in this regard, the suspensive effect does not apply.
- The prison reserves the right to amend these rules on a continuous basis. In the event of any amendments, the inmate is informed and must sign an updated agreement.

I accept the above rules:

Surname, first name:	
Niederteufen,	
Valid password:	
Inmate's signature:	

The following device, peripherals and software have been checked and authorised:

Niederteufen,	
Member of BSD staff (check):	

Niederteufen,



TV hire agreement

Surname / first name

Admission date

Cell no.

Issuance date

Return date

TV hire set no.

Conditions:

- TV hire costs CHF 1 per day from the admission date to and including the release date.
- Appropriate work performance / general good behaviour
- Inmates may not swap their televisions with other inmates.
- No changes may be made to the technical equipment.
- The inmate is liable for any deliberate or negligent damage to the television set.
- Video players are not authorised.
- Inmates must not be disturbed with noise after lights out.
- The television must be turned off before sleeping or leaving the room.
- In the event of illness or accidents, the television will be taken away for the first two days.

If the conditions set out in this agreement are not adhered to, the institution board reserves the right to:

- set time restrictions on the television signal received
- take the television away temporarily or indefinitely

Niederteufen,..... (date)

The Inmate:

Member of BSD staff:

.....

.....