

The Frequently Asked Questions of Correctional institution



**Tainan Detention Center,
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Table of Contents

Table of Contents	1
A • The intake and executive related issues	2
Q1. What is the daily life of an inmate in a correctional institution looks like?	2
Q2. What meals and supplies will be provided by a correctional institution to inmates?	2
B • Medical care related issues	2
Q3. What medical care will be provided to inmates when they are in a correction institution?	2
Q4. During the imprison or executive period, is that possible for inmates' relatives send any medicine to inmates?	3
Q5. During the imprison period, will inmates receive any medical care for their chronical diseases?	4
C • Remittance and property sending related issues	4
Q6. Could a relative remit any money to an inmate? What is the regulation of that?	4
Q7. What is the procedure of sending packages and the notable issues?	5
D • Visiting and communication related issues	5
Q8. How to apply for a visit? What is the procedure of it?	5
Q9. What is the visiting audience and the frequency limitation of inmates?	6
Q10. What is telephone visit? And what is the regulation of it?	6
Q11. When will inmates be able to send mails after they are imprisoned?	7
Q12. Who can be the receivers of inmates' mails?	7
E • Working and skill training related issues	8
Q13. Is it required for inmates to work in a correctional institution? What works are available for them?	8
Q14. Is there any salary for inmates' works? Are they free to allocate their salaries?	9
F • Parole and release related issues	9
Q15. What are the conditions of the parole of inmates?	9
Q16. What is the procedure of parole examination?	11
Q17. If a parole is granted, will the inmate or the relatives be noticed?	12
Q18. How to apply for an "inmate release certification (from institutions)"?	12
Q19. How to apply for a power of attorney, seal certification or attorney certification of an inmate?	12
G • Other issues	13
Q20. If an inmate is imprisoned and his/her children or relatives lack a caregiver, what assistance they can seek for?	13
Q21. Is that possible for inmates to bring their children into a correctional institution?	14

The Frequently Asked Questions of the Agency of Corrections Q&A

A · The intake and executive related issues

Q1. What is the daily life of an inmate in a correctional institution looks like?

Answer:

In order to introduce a change into inmates and help them to adapt to the society, correctional institutions will provide the resources of work, teaching, meal and medical care.

Inmates in a correctional institution will live the daily life of discipline. Except for the regular exercise, meal and rest time, correctional institutions will also provide different works, teaching, education, counselling, leisure activities and skill training courses. During holidays, inmates will have their own time in the cells. They can take care of personal affairs, read books, watch TV, listen to music and so on.

Q2. What meals and supplies will be provided by a correctional institution to inmates?

Answer:

1. For now, correctional institutions will provide three meals to inmates timely; drinking water, uniforms, public-shared tableware are also provided.
2. If any inmate does not bring any or has insufficient daily supply, his/her relatives can send (bring) the supply into the correctional institution or the inmate can buy them at his/her own expense. If the inmate has any financial difficulty to buy the supply, he/she can apply for low-income allowance to the institution. If the application is examined and granted, the institution will provide the necessary daily supplies.
3. If an inmate has any special need for daily living (e.g., prosthesis, cane, denture), he/she can apply to the institution, and the institution will help him/her to buy it. The inmate's relatives can also bring the supply to the inmate through reception rooms or apply for a delivery through mail.

B · Medical care related issues

Q3. What medical care will be provided to inmates when they are in a correction institution?

Answer:

1. Protective body check: Body check will be implemented to inmates. For those who have chronic diseases or special disease, the institutions will document their conditions and follow up. Correctional institutions will also provide hygiene education

to inmates to prevent the prevalence of disease.

2. **Medical treatment:** For the inmates who feel sick, there will be medical doctors to provide diagnosis and medical treatment.
3. **Prevention of infectious disease:** During intake, inmates will receive infectious disease screening (to check for HIV or syphilis) and X-ray chest examination to discover any disease before it happens. Also, every correctional institution will organize an enlarged screening to reinforcement the power of disease prevention.

Q4. During the imprison or executive period, is that possible for inmates' relatives send any medicine to inmates?

Answer:

1. The principle for inmates' relatives to send medicine is as follow:

I. It is possible if there is a medical need, and the medicine should be unopened.

There must also be detailed medicine package, certificate of diagnosis or prescription.

II. Inmates can apply for the sending of medicine for chronic disease with a continuous prescription within three months after intake. Otherwise, inmates can apply for the sending of medicine within two weeks after intake with a prescription that is acquired before intake.

2. The way of sending: The relatives of inmates may send the medicine to the correctional institution through mailed package (for those who have a granted permission), or delivery the medicine to the correctional institution through the specified window personally. There should also be prescription and other related documented for the correctional institution's application procedure. The delivery will be granted after the application is authorized.

3. If the medicine fails to fulfill the aforementioned regulations, including without a permission number from Food and Drug Administration of Ministry of Health and Welfare, the marking is unclear or the package of seal is damaged, correctional institutions will reject this medicine.

4. The principle of handling rejected medicine:

I. If a medicine failed to pass the inspection, it will then be kept for the pickup by the inmates' relatives, or it will be returned to the inmates when they are released.

II. The deliveryman will be noticed that the medicine is rejected and ready for pick up.

III. If the inmates are unwilling for safekeeping or picking up by their relatives, they can submit an application to destroy the medicine with the agreement of the correctional institutions.

Q5. During the imprisonment period, will inmates receive any medical care for their chronic diseases?

Answer:

- 1. Nowadays, most of the inmates are included in the National Health Insurance, and there are different medical clinics in correctional institutions. For those who are not covered by National Health Insurance, they will be taken care of by public doctors. Therefore, if inmates have the need of medical care, they can report to their ward managers and register in medical clinics, then they will be treated properly.**
- 2. For the inmates who have chronic diseases, they can apply for medical treatment and medicine. In order to facilitate the process of medical care, they can also apply for medical diagnosis reports, case histories and medicine records from their original hospitals and provide them to the correctional institutions.**
- 3. In case that correctional institutions may not provide an appropriate treatment, medical doctors will recommend the institutions to arrange an escorted medical visit outside of the institutions, or transfer the inmates to imprisoned wards of a hospital. Therefore, inmates' relatives should not be worry about it. When the situation is critical, correctional institutions will also consider the opportunity of medical treatment on bail to address the corresponding medical needs.**

C 、 Remittance and property sending related issues

Q6. Could a relative remit any money to an inmate? What is the regulation of that?

Answer:

- 1. Inmates' relatives can send money to inmates through the following methods:**
 - I. Send in when visit: Visitors can go to reception room to send money . When the visitors receive the receipts, please check that whether the amounts of money are correct.**
 - II. Purchase a postal money order and send in: Purchase a postal money order in post offices. A postal money order must have a specified receiver' name. On the envelope, there must be the receiving inmate's name, number, inmate's ward and sender's name, and this must be sent through registered mail.**
 - III. Sending cash: We don' accept anyone sending money through valuedeclared mail.**
- 2. Every remittance should be no more than NTD 8,000. However, there will be exceptions for those that are intended to pay inmates' medical fees or with other special reasons.**

Q7. What is the procedure of sending packages and the notable issues?

Answer:

- 1. Inmates should finish a report and a detailed list with the name and quantity of the sending items. After correctional institutions approve, inmates can send the detailed list to their specified relatives.**
- 2. Inmates' relatives should send in the package through mail or during visit. The items must be conformed to the name and quantity on the detailed list. The detailed list should be pasted on the package for the ease of checking.**
- 3. In the following conditions, the package will be sent back at inmates' own expense, sent for safekeeping or destroyed at inmates' will: Unapproved sending, no detailed list on the package, any inconsistency between the package and the detailed list, sender's identity does not conform to the regulation, or there are prohibited items in the package.**
- 4. Principally, the sending items should be necessary daily supplies. Special items should be sent after approved.**
- 5. If the inspection finds that the sending items involve any violation of law, the case will be transferred to district prosecutor's office for further investigation.**

D 、 Visiting and communication related issues

Q8. How to apply for a visit? What is the procedure of it?

Answer:

- 1. The principle of visiting procedure:**
 - I. Go to the reception room, take a number, and finish the "Relative Visitation Application Form".**
 - II. Go to register window with your identity card to proceed.**
 - III. Register for sending money, items and inspection.**
 - IV. Prepare your identity documents and wait for the visit (according to the number's order).**
 - V. Window visit (your cell phone must be handed over for safekeeping or prohibit to use).**
- 2. Required document: National identity card, driving license, household certificate or registered residence certification (for the children above 5 year-olds and without an identity card), passport or other document that can verify your identity (it must contain information like your birthday, identity number, address, photo and others); as for foreigners, they must provide their passport, resident permit, inbound and outbound certification. There should also be documents that**

are capable to verify the relationships between visitors and inmates.

Q9. What is the visiting audience and the frequency limitation of inmates?

Answer:

- 1. For level 4 inmates, principally, they can be visited once per week; for level 3 inmates, they can be visited once every four days; for level 2 inmates, they can be visited once for every three days; for level 1 inmates, they have no visit frequency limitation, but that should not interfere with prisons' management and discipline; for the other inmates who are not applicable to progressive correction, they can be visited once per week. As for visitors, level 4 inmates can be visited by their relatives. Inmates of level 3 or above can be visited by non-relatives, given that the visits will not interfere with the correctional work.**
- 2. As for the inmates who are also defendants (expected those who are prohibited) or civilly property managed, they can be visited once per day; principally, there is no restriction to their visitors' identity.**
- 3. For the inmates who are receiving observation and rehabilitation, they can be visited once per week; except that they have a special reason and are approved by their rehabilitation supervisors, their visitors can only be their spouses and blood relatives. However, given that the visits will interfere with the processes of inmates' observation and rehabilitation, or will compromise inmates' benefits, there will be a prohibition or restriction to the visits.**
- 4. The inmates who are receiving drug abuser treatment can be visited once per week; and the visitors should be inmates' close relatives. After they have progressed to the psychological counselling period, they can be visited by nonrelatives.,given that the visits have a positive impact to the progress of treatment.**
- 5. The juveniles who are receiving reformatory education, we can be visited twice per week, the visitors can be relatives and friends, but there may be a prohibition given that the visits will interfere with the progress of reformatory education or the juveniles' benefits.**
- 6. There is no frequency restriction to juvenile inmates' visits, given that the visits will not interfere with the institutions' management and discipline. The visitors can be relatives and friends, but there may be a prohibition given that the visits will interfere with any investigation or the juvenile inmates' benefits.**

Q10. What is telephone visit? And what is the regulation of it?

Answer:

- 1. Telephone visit is a special arrangement to address the inmates' needs that**

whenever inmates have a special condition and urgently require the communication between them and their close relatives.

2. Acceptable reasons of telephone visit:

I. Inmates' grandparents, parents, spouses or children have a major and critical illness.

II. Inmates' families are impacted by a natural disaster or there are major changes in their families.

III. Inmates' close relatives are unable to visit the inmates in person because of long distance, old age and insufficient vigor, disabilities, too young or financial difficulties.

IV. Inmates have any other urgent condition that require an immediate contact with their relatives to address the problem.

3. Every telephone visit should be no more than 15 minutes. This restriction is not applicable to the cases that supervisors have granted a prolonged telephone visit due to special reasons.

4. The content of communication should be stick to the application-related issues. During a telephone visit, no one is allowed to use argot or secret language. Foreigners can use the language of their countries or internationally accepted languages.

5. Telephone fee is at inmates' or the other parties' own expenses.

Q11. When will inmates be able to send mails after they are imprisoned?

Answer:

1. Except for those who are prohibited to be visited or communicate, inmates are able to send and receive mails after their intake procedures are finished and they are allocated to a ward.

2. All mails should be written in Chinese, and no argot or symbol is allowed. However, the muted or blind inmates are able to use braille. Foreigners or inmates without a nationality can the language of their countries or internationally accepted languages.

Q12. Who can be the receivers of inmates' mails?

Answer:

1. Level 4 inmates can send and receive mails from their relatives. For the inmates of level 3 or above, they can send and receive mails from non-relatives, given that the communication will not interfere with the correctional work.

2. For the inmates who are defendants or civilly property managed, they can send

and receive mails from anyone. However, when there is a special reason, the court and public procurators may restrict the inmates that they can only send and receive mails from their relatives.

3. The inmates who are receiving drug abuser treatment can send and receive mails from their relatives. After they have progressed to the psychological counselling period, they can send and receive mails from non-relatives, given that the communications will facilitate the progress of treatment and are granted by the wardens of the institutions.
4. The inmates who are receiving observation and rehabilitation can only send and receive mails from their spouses and blood relatives. However, if there is a special reason and is granted by the treatment center supervisors, the inmates can send and receive mails from others. There will be a prohibition of mail exchanges if they have a negative impact to the inmates' observation and rehabilitation treatment or the inmates' benefits.
5. Juvenile inmates can send and receive mails from their relatives and friends.
6. Juvenile inmates of reformatory education and the students of juvenile correctional schools can send and receive mails from their relatives and friends. There will be a prohibition of mail exchanges if they have a negative impact to the progress of reformatory education or the students' benefits.

E 、 Working and skill training related issues

Q13. Is it required for inmates to work in a correctional institution? What works are available for them?

Answer:

1. The works in prisons is set up to train up inmates' occupational skills, build up their working habits, and to cultivate their mind. Except for those who are excluded by law, ill, due to security concerns, or due to other correctional reasons, all other inmates should work. As for defendants, they can work by their wills. As for juvenile inmates, students, inmates who are receiving observation and rehabilitation or drug abuser treatment and the like, they can participate in the appropriate works or received skill training according to their conditions and needs.
2. There are 3 types of works here: self-operating work, contract manufacture work and equal-value work.
 - I. Self-operating work is the skillful and profitable works that is developed based on correctional institutions' characteristics. This business is run based on

the concept of self-sufficient and continuous development, including purchasing materials, instruments, manufacture and sales.

II. Contract manufacture work is the manufacture contracts or OEM (original equipment manufacturer) works that correctional institutions receive from the other companies. Usually this type of works is called contract works.

III. Equal-value work is the work that facilitate institutions' daily operation and sanitary. Inmates will help to cook, clean, care-giving and other routine labor work within institutions.

Q14. Is there any salary for inmates' works? Are they free to allocate their salaries?

Answer:

1. There is salary for every inmate who participate in any work (including selfoperating work, contract manufacture work and equal work) monthly. The salaries are calculated based on their work incomes, working attitudes and working performance.
2. Inmates can apply salaries to the institutions monthly in order to purchase food and nutrition. As for the inmates of level 4, level 3, level 2 and level 1, they can freely allocate one fifth, one fourth, one third and half of their monthly salaries respectively.
3. As for the unusable part of the salary, correctional institutions will hold it for saving. It will be returned to inmates when they are released in order to help them to adapt to the society.

F 、 Parole and release related issues

Q15. What are the conditions of the parole of inmates?

Answer:

1. Parole is for the life imprisonment or fixed-term imprisonment inmates to be released temporarily before their terms are expired, given that the law-required period of imprisonments are fulfilled, there is evidence for the inmates' repentance and the department of justice grants the permission of the prisons' application of parole. After released, given that the inmates do not offend any law again or violate the regulations of the restrain period, then the remained terms will be deemed as expired. However, if the paroles are retrieved, the inmates will be imprisoned to finish the remaining terms.
2. The application of parole is determined based on the time that inmates commit crimes. The lawful regulations are shown below:
 - I. Adult inmates:
 - i. For those who are applicable to the criminal law since the 1st of July,

2006: More than 25 years of imprisonment for the life imprisonment inmates. More than one half of the imprisonment terms are finished for the first and second time offenders, and two third of the imprisonments terms for the repeated offenders. However, for the fixed-term imprisonment inmates, they should be imprisoned for at least 6 months. For those who are applicable to the criminal law since the 28th November, 1997: More than 15 years of imprisonment for the normal life imprisonment inmates, more than 20 years of imprisonment for the life imprisonment repeated offenders. More than one half of the imprisonment terms are finished for the fixed-term imprisonments inmates, and two third of the imprisonment terms for the repeated offenders.

For those who are applicable to the criminal law since the 30th January, 1994: More than 10 years of imprisonment for the normal life imprisonment inmates, and more than one third of the imprisonment terms are finished for the fixed-term imprisonments inmates.

ii. Progressive correction level 2 or above.

iii. For the latest three months, the inmates should score 3 or above in reformatory education, working and conduct. For those who are unable to work, the working scores will not be calculated.

iv. There is evidence of the inmates' repentance.

II. Juvenile inmates:

i. More than 7 years of imprisonment for the life imprisonment juvenile inmates. More than one third of the imprisonment terms, and at least 6 months of imprisonment, are finished for the fix-terms imprisonment juvenile inmates.

ii. Progressive correction level 2 or above.

iii. For the latest three months, the inmates should score 4 or above in reformatory education, score 3 or above in conduct, and score 2 or above in working. For those who are unable to work, the working scores will not be calculated.

iv. There is evidence of the inmates' repentance.

3. Before judgements are made, one day of inmates' detention period can be deemed as one day of imprisonment. For the life imprisonment inmates, their detention period cannot be deemed as their imprisonment days. But the detention days that exceed a year will be calculated as the fulfilled imprison days.

4. For those who have fulfilled the aforementioned conditions, they can submit their

cases to prison parole review committee for the examination. If the examination is passed, the prison will submit the cases to the department of justice for further examination. If the examinations are also passed, the inmates will then be released. These regulations are not applicable to the inmates who are not imprisoned for at least 6 months, repeated offending felons, and rapists who show no significant decrease in the repeated offending tendency after treatments or counselling.

Q16. What is the procedure of parole examination?

Answer:

- 1. For any parole case, the decision is made based on the inmate's criminal record, the related issues during imprisonment (including the records of progressive correction , reward and punishment record, health condition, daily living ability, and other related imprisonment issues), all the crime related conditions (crime record number, type of crime, motive of crime, the ways of committing crime, age when committing crime, the attitude after commits crime, social opinions like police force's review and comment, the opinions of family and neighbors, inmates' repent to the victims, the redemption of inmates' crime act, the life plan after released, victims' opinions) and the likelihood of repeated offence (including whether the inmates have a decent job, have occupational skills, has a stable residence).**
- 2. In order to ensure the appropriateness, stability of the national punishment acts and people's expectation to law and justice, the examination of parole application must include the consideration of the criminal policy, crime trend, the overall public security state, and the related information of imprisonment. The department of justice will withhold the parole applications if the aforementioned considerations are not fit for the parole. The department of justice will collect opinions from experts, scholars and practitioners to construct three examination aspects: The process of crime, the performance after crime (including imprisonment performance), and repeated offence likelihood (including criminal record). Principally, the examination will be stricter to those major crime cases, serial crime acts, group crime, violence, recidivists that can hardly be corrected, multiple criminal records, or committing crimes during parole. For the examination will be more forgiving to those minor crime acts, first offender, mistaken offence, good performance during imprisonment or has a thorough life plan after released.**

Q17. If a parole is granted, will the inmate or the relatives be noticed?

Answer:

If a parole is granted, the inmates' relatives will not be noticed, except for the inmates who have disabilities, have difficulties to go home, have major illness, psychological disorders, or those who are domestic violence offenders.

Q18. How to apply for an "inmate release certification (from institutions)"?

Answer:

1. Offline application:

I. The released inmates should bring their identity cards and seal and visit the institutions in person. If they authorize a relative to proceed, the relative should bring the power of attorney, the released inmates' identity cards, the attorneys' identity cards, and the documents that can verify the relationships between the released inmates and the attorney.

II. The corresponding form can be downloaded from the Department of Justice national service online application system (website: <http://www.moj.gov.tw/login/login.htm>).

2. Online application:

I. Please visit the "Department of Justice national service online application system" (website: <http://www.moj.gov.tw/login/login.htm>), download and fill in the application form, and send it back to the correctional institutions by mails with the applicants' identity card photo copies (front and back).

II. After the institutions receive and authorize the application, they will issue the certificates and send them back to the applicants through mails (please send a self-addressed stamped envelope along with the application forms).

Q19. How to apply for a power of attorney, seal certification or attorney certification of an inmate?

Answer:

1. The application of inmates' power of attorney can be categorized into normal power of attorney and attorney certification for seal, based on the purposes of attorney.

2. If you are applying for a normal power of attorney (fingerprint), inmates' relatives can go to the corresponding authorities' offices and take a power of attorney, and send them to the inmates through mails or take it to the general services sections

- in person. You can also send a blank power of attorney and let the inmates to finish the reports and submit the application of power of attorney or attorney certification for seal by themselves. The institutions will therefore proceed the applications. After the applications are granted, the general services sections will issue the corresponding certificates after the inmates to put their fingerprints on the certificates. Then, the relatives can take back the certificates from the institutions, or inmates can send them to their relatives through mails on their own expense.
3. If you are applying for an attorney certification for seal, you can send them to the inmates through mails or take it to the general services sections in person. Inmates can then finish the attorney certifications for seal and the reports, and send them to the institutions. After the applications are granted, the general service office will send an official letter to household registration offices while noticing the trustees. The household registration offices will then contact the trustees to proceed after they receive the official letters.
 4. If the inmates' relatives want to bring back the corresponding power of attorney in person, they should bring their chops and identity cards or other documents that can verify their identities. After verification, they can sign and bring back the power of attorney.

G 、 Other issues

Q20.If an inmate is imprisoned and his/her children or relatives lack a caregiver, what assistance they can seek for?

Answer:

1. Conditions of report: After inmates are imprisoned, if there are children below 12 years-old in homes who have the difficulties of living, daily care, difficulties to go to schools or other situations, there will be an individual assessment to each case. If the assessments confirm that there are actual needs of caring, the investigation sections/ social work sections/ counselling sections will be responsible to contact the local offices of the department of social welfare of the children's places for the follow up assessments, intervention and assistance.
2. Application methods:
 - I.Inmates can finish the "Investigation Form of Inmates, Person in Detention or Security Arrangement's Children Who Require Daily Care" during the investigation period of inmates' intake procedure of imprisonment.
 - II.In the middle of imprisonment, if inmates' children have the need of daily care,

the inmates can submit an application through filling in their own reports.

Q21. Is that possible for inmates to bring their children into a correctional institution?

Answer:

- 1. According to Prison Act, the female inmates who require to carry their children will be granted for the request. However, the children will be restricted to those who are below 3 years-old. After the children are 3 years-old, if there is no one to provide the following daily care and it is unable to send to any domestic care house, there will be 6 months of allowance to these children. After that, the department of social welfare will take care of the following arrangement.**
- 2. The inmates should prepare their children's own food, clothes and daily supplies. For those who are unable to prepare, the institutions will provide. Therefore, the food and clothes that is needed by the inmates' children can be arranged by the institutions or the inmates can apply for the purchase on their behalves.**
- 3. Correctional institutions have established "nursery rooms". These rooms are painted in warm color, and there are cartoon or cute pictures on the walls. There are also cribs, walkers, mats, air conditioners, safe toys, preschool education materials, books, video software, etc.**