

Handbook for People Detained in Sollicciano Prison

**Explanatory Handbook of Penitentiary Rules
and Services for Prisoners**

INGLESE

2° edizione ottobre 2009

Comune di Firenze
Assessorato alle Politiche Sociosanitarie

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Coordinamento: a cura di Marco Verna - Ufficio Interventi Carcere, Via Verdi, 24 - Firenze - tel. 055.2769785 - mail m.verna@comune.fi.it
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Introduction by the Town Councillor for Health and Social Service Policy for the City of Florence

Almost three years have passed since the publication of the first edition of this handbook, which was created in direct response to the requests of the citizens serving time in prison. The handbook is intended to facilitate their stay in penitentiary institutions. The rapidity with which the copies of the first edition ran out, together with the requests for the handbook that continue to arrive, convinced us to proceed with the printing of a second edition.

The chapter on service agencies and public offices as well as the chapter on health in prison have been updated from the first edition and a section on the Mario Gozzini Penitentiary Institution has been added.

Stefania Saccardi
*Assessore alle Politiche Sociosanitarie
del Comune di Firenze*



Introduction by the Governor of the “New Penitentiary Complex of Sollicciano”

I am pleased to present this “Handbook for People Detained in Sollicciano Prison”, translated into several different languages, for the population of the Florentine Penitentiary Institution of Sollicciano.

The Penitentiary Administration strongly feels that it is necessary to improve prisoners’ comprehension of the penitentiary regulations, the various roles of the prison personnel, and the fundamental rules (formal and informal) that make cohabitation in an institution possible. It is also necessary to improve the communication between prisoners and personnel and enable the prisoners to exercise their rights.

There are many foreign prisoners in the penitentiary institutions of Florence and throughout Italy (approximately 60%) who do not speak or understand Italian, as well as many Italian prisoners with a low level of education and problems with social integration.

Both categories of prisoners have considerable problems understanding the regulations of the prison. These include the duties, rules, and restrictions of living in prison, but also the prisoner’s right to healthcare, work, visitors, alternative measures to detention, and finally the fundamental right to understand the regulations themselves.

One possible way of addressing this situation, which has also been implemented by other prisons in Italy, is to translate this handbook into several languages. In this way, the inmates will be able to improve their understanding of prison regulations and their interactions with the prison personnel.

The publication of this guide has been made possible thanks to the collaboration of the direction of the Institution of Sollicciano, in particular the Education Department, the Health Area, and the Security Area (Penitentiary Police), the Municipality of Florence - Prison Activities Department (Comune di Firenze - Ufficio Interventi Carcere) and the Associazione l’Altro Diritto. Many thanks to them all. □

Dr. Oreste Cacurri



Introduction to the Second Edition



I would like to thank the Municipality of Florence which has, as usual, sought to meet the needs of the population of this penitentiary institution. The updating of this handbook is yet another demonstration of that continued consideration.

The importance of this booklet was demonstrated immediately after the printing of the first edition, which was extremely useful and enabled all of the detainees - especially the foreigners - to be informed about the organization and regulations of the penitentiary through simple and easily comprehensible explanations.

After two years, the updating of this handbook was both opportune and necessary because the prison, like every organization, changes and because the law is also subject to change.

In conclusion, I would like to thank everyone who has participated in the printing of this new edition: the Education Department and the Security Area of the penitentiary, the Association *Altro Diritto*, the doctors recently transferred to the Regional Health Service, and especially the Prison Activities Department of the Municipality of Florence (l'Ufficio Interventi Carcere) which has coordinated the activities of the various staff members with tenacity and dedication. □

Dr. Oreste Cacurri

> **Presentation by the Governor of the M. Gozzini Institution of Mitigated Custody** <

Cohabitation, or living together with others, presupposes the necessity of reconciling one's own needs with the needs of others and this is not easy for anyone. It is even more difficult for those who find themselves in conditions of forced cohabitation. Therefore, I believe that a handbook which facilitates and improves cohabitation in prison can not but be received with great enthusiasm for the undoubtedly positive effects that it will have.

This is true also for the M. Gozzini district prison of mitigated custody which has operated in the territory of Florence for the last 20 years and is better known as "Solliccianino".

This place, where sentences are served according to the rules outlined by the Gozzini laws, was created with the aim of reducing the existential damage caused by detention, using the time for activities that cause people to rethink their lives and help them to find the motivation to begin new projects: to learn from their mistakes so that they can avoid repeating them. The mitigated custody prison offers opportunities to those who choose to take advantage of them. It also provides everyone with a less crowded atmosphere where interactions with fellow inmates and prison staff are characterized by serenity and civility, and where the days are passed in a more active and constructive manner. This prison, however, requires those who request to be transferred here (see chapter 1, paragraph 1.6.1 for the procedure for transfer to M. Gozzini) to respect the rules, participate in daily activities, and to have the capacity to share the common space and the entire day with other people with a new attitude and lifestyle that is marked by solidarity and the exchange of ideas. Total abstention from the consumption of alcoholic beverages is required and there are constant checks for the use of drugs.

Thus the real motivation for requesting a transfer to mitigated custody should be the desire to change rather than the simple, although understandable, desire to pass the period of incarceration more easily.

The present handbook is, therefore, a useful informational tool that will enable the detainees of the adjacent Casa Circondariale to make a more educated choice and for this reason we are grateful to Town Councillor and to everyone who has contributed to this publication,

with the conviction that it will be a useful contribution to help bring change and improve our penitentiary institutions. □

The Governor
Dr.ssa Maria Grazia Grazioso



1. Life in Prison and Interaction with the Prison Personnel

> 1.1 First Hours in Detention

This guide has been given to you along with the supplies of sheets, dishes etc. The objectives of this guide are to help you understand what is happening to you, explain how you can exercise your rights, and inform you of the rules that you must obey. First you pass through the *Ufficio Matricola* (Roll Office - Office that maintains files of personal information), where you are searched, fingerprinted, photographed, and asked to provide your personal data.

In the *Ufficio Matricola*, you are asked if you have problems living with the other prisoners. For your own safety, if you have problems living with other prisoners, state your problem. You will be asked to write a letter explaining the problem and you will be accompanied to the “protected” section (*sezione protetta*). All of your money and valuables are removed (rings, necklaces, etc.). These items, as well as your watch, belt and other belongings, must be inspected. These objects will be kept in the deposit. You are allowed to keep only inexpensive jewellery: later, you can write a request to the governor, explaining the reasons for your request, to ask for the restitution of objects (the belt, the watch - if their value does not exceed 100-150 € - and the other objects). You are visited by the doctor who asks you, among other things, if you are a drug addict: What you declare is important because what you say will affect your access to drug treatment programs and the kind of treatment that you will receive.

After the entry procedures, you are accompanied to your cell. A corrections officer gives you a form that describes the condition of your room. Before you sign it, make sure that all items are in the condition described and, if something is broken, ask the corrections officer to write it on the form, because you will have to pay for all damages discovered later. If you are in solitary confinement (*isolamento*) this means that the judge has ordered

it (it has to be written on the order of release) and you will be isolated until the order is revoked.

Have you been informed of your right to notify your family (or other people) that you are in jail? You can write a telegram or a letter. The postal expenses are charged to you but, if you don't have any money, the administration will pay to send the telegram or letter (in an open envelope).

In the telegram you can only inform someone that you have entered the prison, because you were arrested or transferred from another prison. You can fill out a request form (informally known as *la domandina*) to ask the administration to pay for a telegram or to request the supplies that you need to send the letter (postage stamp and paper). Remember to specify that you are making this request because you have no money.

If you don't have a defence attorney you can request one: Ask to speak with the *Ufficio Matricola* where you can see a list of lawyers. You can choose your lawyer from this list. Your letter or telegram can also be sent to the lawyer you choose.

If you are a foreigner you can request that the Embassy or the Consulate of your country be informed of your arrest. This will be done by the *Ufficio Matricola*.

While in detention, if you have difficulty understanding Italian and are in need of help, you can make a request at the *Ufficio Educatori* for the help of a cultural mediator/interpreter, someone who speaks your language and can explain the things that you do not understand.

➤ 1.2 Regulations for Behaviour

Prison life is regulated by The Penitentiary Law (*Ordinamento Penitenziario, O.P.* - the Italian Law that regulates prisons). Order and discipline are necessary conditions for reeducation, therefore, prison is a place where there are strict rules: Knowing and respecting the rules can help to prevent

your situation from becoming worse.

The *Ordinamento Penitenziario* requires that you:

- observe the rules that regulate life in the institution;
- follow the instructions given by the personnel;
- treat everyone with respect.

All infringements of the *Regolamento di esecuzione* (Regulations for implementation of Penitentiary Law) are disciplined. Sanctions include:

- *richiamo* (an admonition from the governor, made in private);
- *ammonizione* (an admonition from the governor, made in front of other people);
- exclusion from recreation and sports activities for up to 10 days. You cannot attend the *saletta* (room with games for indoor recreation) or participate in recreational activities, however, you can go to school;
- isolation during the outdoor recreation time, for not more than 10 days;
- exclusion from group activities for up to fifteen days. This is the most serious sanction; you are isolated in your cell, you can only go out for an hour of recreation time (*un'ora d'aria*) or to take a shower - and only alone.

Misbehaviour can cause you to lose eligibility for *liberazione anticipata* (Early Release - a sentence reduction for good behaviour that is a reduction of 45 days for every 6 months of your sentence).

To prevent unpleasant consequences, you must avoid incorrect behaviour, which is indicated by the *Regolamento di Esecuzione*.

1. negligence in cleanliness and care of yourself and your room;
2. desertion of your assigned place without permission;
3. dereliction of your work duties;

5. games or other activities that are not permitted by the internal regulations;
6. simulating an illness;
7. trafficking of the goods that you are allowed to possess;
8. possession or trafficking of prohibited objects or of money;
9. fraudulent communications with the outside or within the prison, as indicated by numbers 2) and 3) of the first paragraph of article 33 of the *O.P.*: "during the execution of a sanction for exclusion from group activities, for defendants during the preliminary investigation and for those arrested in preventative proceedings, if and until such time as it is determined necessary by the judicial authorities";
10. indecent exposure or acts contrary to the public decency (the prison, including your cell is a "public place" and sexual relationships are not allowed);
11. intimidation or abuse of fellow prisoners;
12. falsification of documents issued to you by the administration;
13. appropriation or damage of goods belonging to the administration (in case of damage you will be asked to make compensation for the damages);
14. possession or traffic of tools that could be used to harm someone;
15. an offensive attitude towards the penitentiary personnel or other people who enter the institution as visitors or for their work;
16. non observance of orders and *prescrizioni* (rules to obey during placement under the supervision of the Social Services or house detention - *detenzione domiciliare*), unjustified delay in obeying orders;
17. unjustified delays in re-entry as stated by the articles 30, 30-*quater*, 51 52 and 53 of the *O.P.*: Permit, Bonus Leave (*Permesso-Premio*), Day Release (*Semilibertà*), Leave for the Detainees;
18. involvement in riots or revolts;
19. promotion of riots or revolts;
20. flight;
21. acts against fellow prisoners, penitentiary personnel, or visitors, which are considered crimes by the law.

> 1.3 Institution Personnel

The corrections officers (and other penitentiary employees) are referred to using the third person "*lei*"; they are expected to respond in the same manner, and to call you by your last name. According to regulations, you cannot know the names of the Penitentiary Police (*Polizia Penitenziaria*), therefore address them by their rank:

- *Agente* (either no indication of rank or a single red arrow on the shoulder of their uniform);
- *Assistente* (two or three red arrows on the shoulder of their uniform);
- *Sovrintendente* (one or more silver bars on the shoulder of their uniform);
- *Ispettore* (one or more silver pentagons on the shoulder of their uniform);
- *Commissario o Comandante* (two or three stars on the shoulder of their uniform).

In addition to the members of the Penitentiary Police, the other personnel present within the institution are:

- The Governor (*Direttore*);
- The Assistant Governor (*Vicedirettore*);
- The Educators (*Educatori*);
- The Psychologist (*Psicologo*);
- The Psychiatrist (*Psichiatra*);
- The Social Worker (*Assistente sociale*);
- The Ser.T. Staff (*Operatori del Ser. T.*);
- The Volunteers (*Volontari*);
- The Cultural Mediators/Interpreters (*Mediatori linguistico-culturali*);
- The Teachers (*Insegnanti*);
- The Chaplain (*Cappellano*);
- The Health Services Director (*Dirigente Sanitario*), and Medical Personnel (see the chapter "Preventive Health Measures In Prison").

You can request an interview with them by filling out a *domandina* (form for written requests) to the prison direction. The *Ordinamento Penitenziario* also guarantees you the opportunity to speak with the *Magistrato di Sorveglianza* (Supervisory Judge - the judge of the prison) and with the

Provveditore Regionale agli Istituti di Pena (Regional Superintendent of Penitentiary Institutions): You can request a meeting with him or you can send written requests and complaints. If you do not have the materials necessary for writing, the administration is required to provide you with them.

You can also send a letter in a closed envelope: On the outside of the envelope clearly print the name of the person to whom you are sending the letter and write your own name on the back.

Requests for a transfer to another prison must be addressed to:

- The *Provveditore Regionale agli Istituti di Pena*, if you request to be transferred to a prison in the same district (*Toscana*);
- The Ministry of Justice - Penitentiary Administration Department (*Ministero della Giustizia - Dipartimento dell'Amministrazione Penitenziaria*) if you request a transfer to a prison in another district. (1.6.1)

➤ 1.4 Visitors, Telephone Calls, and Mail

You are permitted six visits per month, with family members or cohabitants. Each visit can last up to one hour. In special cases (for which you must make a special request to the governor in which you clearly explain the motive for the special visit) meetings with other people "can" be permitted. It is also possible to have visits that last for more than one hour: If you do not have visitors often or if your relatives must travel from far away, you can request to use all of the hours allotted for your monthly visits in one single visit.

While you are a defendant, authorization for meetings with visitors is given by the judge who presides over your trial. After the *Processo di primo grado* (Trial of first instance - your first trial), permission is granted by the Governor of the prison.

Once per week you can receive authorization to make a telephone call

to your relatives or cohabitants (only after having requested and received the necessary authorization each time). Authorization must be requested:

- from the Judge presiding over your trial, until the *sentenza di primo grado* (sentence of first instance), the request is always given to the prison direction, which will pass it on to the appropriate person;
- from the Governor of the prison after the *giudizio di primo grado* (judgement of first instance) and until you are *definitivo* (convicted - the prison inmate is called *definitivo* when he no longer has the possibility of an appeal).

Even if you have been transferred from another prison, from which you have already made telephone calls to your relatives, you must request authorization to make telephone calls in this institution. You will have to wait a few days before receiving it. Once you have received authorization to make phone calls, you can ask (with a *domandina*) to make a telephone call. On the *domandina*, specify the day and the time when you would like to make the call and indicate the language that you will speak, if you will speak a language other than Italian during the telephone call. Those convicted of crimes referred to in the first paragraph of the first section of the act 4 *bis O.P.* have the right to only four meetings and two telephone calls each month. In these cases, if you need to have additional meetings you can ask the governor of the institution to allow them, clearly explaining the motive for your request; e.g., to help maintain contact with your family.

You can receive a maximum of four packages with a maximum combined weight of 20 Kg per month (whether brought by the visitors admitted to meet with you or received through the mail) containing food, clothes, and sheets. Be aware that any postal packet, no matter what the contents (other than educational materials), will be counted as a package.

You can receive paperback books (books must NOT have rigid covers), magazines, and other educational materials even in excess of the specified weight allotment. It is possible that padded clothing and shoes may not be delivered to you, because these items are difficult to inspect or because

they are not permitted. There is no limitation on the quantity of letters that you can send and receive. You must always write your first and last name on the outside of the envelope. The judge can subject your correspondence to screening: In this case you will be notified in advance and the letters, incoming and outgoing, will be marked to show that they have been screened. If your mail is being screened, mail the envelope without sealing it.

➤ 1.5 Expenses and Purchases

In the *Ufficio Matricola*, your money was taken. Soon you will be given a deposit book (this is called the *libretto di conto corrente*) in which is written the amount of money at your disposal. The *libretto di conto corrente* will be updated with each of your successive purchases and deposits. It is forbidden for you to receive money directly through the mail.

You can receive money through postal money orders or visitors can leave money with the administration to be put in your account. In addition to the three meals per day that are provided by the administration, you can purchase other types of food and cook them (provided that they are easy to cook) with a gas oven, as used for camping, which is sold at the internal store.

Taking into consideration Muslim prisoners, pork has been eliminated from all meals. You can purchase all of the products (food, detergent, paper, cigarettes, etc.) that are specified on a list available in every *sezione* (section - cell block). If you want other products that are not included on this list you can make a request to purchase them by filling out a *domandina*

You are allowed to spend a maximum of 423.48 € per month (105.87 € per week) for the products from the internal store, mail, telegrams, telephone calls, and the products requested by *domandina*.

> 1.6 The Request Form (*La Domandina*)

The *domandina* is the form that you must use to make requests to the administration for a wide range of things:

- to talk with the governor;
- to talk with the *comandante* or *commissario*;
- to talk with the *ispettore* of the *reparto* (ward - one of the divisions of a penal institution) where you are confined;
- to talk with the person in charge of the *Ufficio Matricola* (for legal issues);
- to talk with the instructor;
- to talk with the social workers of the *UEPE* (if you have problems concerning your life outside prison);
- to talk with the *Ser. T.* staff (if you are a drug addict or alcoholic);
- to talk with the psychologist;
- to talk with the chaplain;
- to talk with the volunteers;
- to talk with the cultural mediator for your native language;
- to purchase items not included on the list of available products (Mod72);
- to request a subsidy, if you do not have any money (for the purchase of cleaning products, stamps, etc., if it is within the budget of the institution);
- to request books from the library;
- to request a change of cell or *sezione*;
- other.

Clearly explain the reasons for the request. You may write on the back if you need more space.

The *domandina* forms can be requested from the *scrivano* (prison inmate in charge of helping the others fill out the forms) and/or from the officer on duty in the *sezione*.

In addition to the *domandina*, there are other forms used to request:

- the privileges permitted by the *Ordinamento Penitenziario*;
- phone calls to family members and cohabitants;
- participation in educational courses and other activities;
- clothes and personal hygiene products - if you have no money to

purchase these products (*Progetto Giobbe*).

The *domadina* and requests to participate in courses and activities should be mailed in the post box. You have to file applications for alternative measures to detention with the *scrivano* who will consign them to the *capoposto* and to the *caporeparto* (members of the Penitentiary Police). You should address communications and appeals against the judge's ruling to the judicial authority; an officer of the *Ufficio Matricola* will collect them from the *reparto*.

If you want to communicate with the governor or the *comandante* regarding particular needs or problems, you can send the governor or *comandante* a letter in a closed envelope (that does not need to be stamped).

> 1.6.1 Trasferimenti

1. Requests for transfers to another detention center in the region of Tuscany must be made to the Regional Superintendent of the Penitentiary Administration of Tuscany: Provveditore Regionale dell'Amministrazione Penitenziaria della Toscana - via Bolognese, 84, Firenze.
2. Requests for transfers to another detention center in the region of Italy must be made to the DAP - Dipartimento dell'Amministrazione Penitenziaria di Roma - largo L. Daga, 2, 00164, Roma.
3. The adjacent M. Gozzini Institution of Mitigated Custody, better known as "Solliccianino", offers advanced treatment for detainees suffering from drug addiction and for at risk youth. Requests for transfers must be made to the administration of Sollicciano on the appropriate form, which can be obtained from the *educatori* or the Ser.T. staff.

If the request is approved, the transfer will be authorized by the *Provveditorato Regionale* (Regional Superintendent).

> 1.7 Education, Vocational Training, Sports and Cultural Activities

The prison organizes educational courses and vocational training as well as sports and cultural activities. These activities are an important part of the educational programme that the staff follows; therefore, if you are admitted to participate in these activities, you should make every effort to participate and behave correctly.

These activities can help improve your ability to speak and understand Italian, and provide you with information and skills that will be very useful when you are released from prison, such as the use of computers and various professional skills. If you successfully complete the courses, you can earn certificates and diplomas and establish contacts with people outside of the prison system. All of these opportunities will make it easier for you to find a job and increase the probability that you will be granted an alternative measure to detention.

To request enrolment in the courses and other activities you must fill out the correct form, which can be obtained from the *scrivano*. Keep in mind that there is a selection procedure. The number of places available is usually less than the number of requests so you might not be admitted.

Participating in these courses and activities helps to alleviate the monotony of incarceration, allows you to meet new people, and teaches useful skills. Pay attention to the notices that you will find on the door of your *sezione*. When you see an activity that interests you, fill out a *domandina* and write: "chiedo di partecipare al corso di..." ("I request to participate in the course...").

> 1.7.1 Food Committee

Detainees can participate in the "Food Committee", which is a delegation of detainees, selected each month by a lottery, who monitor food preparation and the enforcement of government tables regarding quality and quantity.

The delegation communicates its observations to the governor of the penitentiary.

➤ 1.7.2 Detainee Committee

Detainees can participate in the "Detainee Committee", which is a delegation of detainees, selected each month by a lottery. The committee is composed of the governor of the institution, the instructors, the social workers and detainees representatives. The committee is responsible for organizing cultural activities, recreation and sports. Participating on the Detainee Committee allows detainees to maintain contacts with the external world which will be useful upon their eventual reintroduction into society. The Detainee Committee communicates the needs and the collective requests of the detainees to the authorities.

The committee is made up of one representative for each section and usually meets once week, during after-work and after-school hours. Once each month the commission meetings are open to the outside community.

➤ 1.8 Taxpayer's Number (*Codice Fiscale*)

Whom do you ask? Fill out the appropriate form (that can be obtained from the *scrivano*). Return the completed form to the *scrivano*, who will give the form to the *ispettore* of the *reparto*. If the *scrivano* does not have any forms, you can request one directly from the *ispettore*.

When do you ask? You can request a taxpayer's number at any time. It is necessary to have a taxpayer's number if you want to work while you are in prison.

➤ 1.9 Religious Support

The prison has a chapel and every Saturday morning Mass is celebrated for Catholic prisoners.

If you intend to attend the Mass, give your name to the *scrivano*.

If you observe another religion, you can practice your religion and request to meet with a minister of your faith.

> 1.10 Elections and Referendums

Italian prisoners who intend to vote in political elections (including regional, provincial, and city elections) have the right to vote from the prison in which they are confined. Procedures and restrictions are as follows:

1. Only detained people who are Italian citizens can vote;
2. Only detained person that have not lost their political rights (the right to vote) can vote (check your sentence to determine if you have lost your political rights);
3. In order to vote, the prison inmate must communicate his intention to vote to the prison direction;
4. In order to vote, the prison inmate must inform the election office of his municipal district, that he intends to vote from the prison in which he is confined;
5. In order to vote, the prison inmate must have an electoral certificate, which he can request from home if his family has the electoral certificate and can bring it to him. Otherwise, he can request a copy of the certificate from the municipal administration of his city of residence.
6. The prison direction collects the requests for numbers 4) and 5), and sends them to the inmate's city of residence. Inside the prison, the authorities set up a polling place where prison inmates can vote.

> 1.11 The Guarantor of Prisoners' Rights

In Florence, there is a guarantor of prisoners' rights (*garante dei detenuti*). The *garante dei detenuti* is nominated by the town council, and works to make sure that the prisoners' rights are respected.

The guarantor collaborates with the penitentiary authorities and local

organizations, as well as associations and volunteers to support the detainees' ability to exercise their fundamental rights.

The garante dei detenuti can be contacted at:

Garante dei Detenuti - Piazza Guelfa, 23 - 50123 - Firenze

tel. 055.2769138 / 055.2769137 - garante.detenuti@comune.fi.it.

> 1.12 Female Section

If you are in prison and are the mother of a child between 0 and 3 years old and you are not eligible for house arrest, you can keep your child in prison with you until he or she is three years old.

Within the female section there is an "*Asilo Nido*", nursery ward. This ward is equipped to house mothers with their children. In *Asilo Nido* there are volunteers from *Telefono Azzurro* to assist and follow the progress of the women.

It is possible to choose a paediatric doctor for the child; the visits can take place in or outside the prison. Volunteers accompany children to visits outside of the prison.

There are also health care workers in the *Asilo Nido*.

The children, unless they are in the prison for only a very brief period of time, can attend a nursery (*Asilo Nido*) outside of the prison, accompanied by volunteers or instructors.

2. The Casa Circondariale Mario Gozzini - Florence (Solliccianino)

The Institution of Mitigated Custody (I.C.Att.) Mario Gozzini, better known as “Solliccianino” is located in the area adjacent to this penitentiary. The aim of (I.C.Att.) Gozzini, which offers advanced treatment for youth (up to 40 years of age), to both drug addicts and those who do not have drug addiction problems, is to use the sentence as an opportunity for reflection and for restructuring one’s life. Requests for transfer to C.Att. Gozzini must be made to the administration of that institution, on the appropriate form, which can be obtained by speaking with the *educatori* or the Ser.T. social worker at Sollicciano. If the request is accepted, the transfer will be authorized by the *Provveditorato Regionale* (Regional Superintendent).

The institution has the capacity to house a total of 60 people, in five ordinary sections. Each section consists of eight cells with toilets (two triples and six singles) and one dining hall where the detainees eat together and pass some of their free time.

Each detainee must participate in a work activity every morning. At 13.30, after lunch, the scholastic/training activities begin. Everyone must participate, although each person follows an individualized course of study. From 17.00 until approximately 18.45 there are recreational activities and sports (theatre, sports field, gym etc.). The evening meal begins at 19.00. At 21.30 the detainees return to their rooms.

There are regular individual and group orientation and support meetings. Whenever possible the family members of the detainees are actively involved in the rehabilitation process. Each resident is guaranteed daily medical visits as well as specialist visits.

The *semilibertà* (day release) section of Florence is also located at M. Gozzini. This section has more beds per bedroom and a large dining hall/living room.

The ward can house approximately 25 *semiliberi* (day release detainees).

3. Preventive Health Measures in Prison

➤ 3.1 General Rules for Leading the Healthiest Life Possible in Prison

The confined spaces and forced cohabitation of prison can lead to health risks. Observing this advice will help you protect your health:

- keep the window open as much as possible to change the air in your room;
- try to get up early in the morning and do a lot: you can even exercise in your cell;
- take advantage of the social time and the outdoor recreation time;
- don't stay in bed all day or you will have difficulty sleeping at night.

Take particular care of your diet and above all remember:

- take care of perishable foods (milk, meat, fresh vegetables, etc.) and do not keep them after they have gone bad, especially during the summer or when the heat is on;
- Wash fruit and vegetables well.

Do not drink wine while taking medication, methadone, subutex, alcover and painkillers because the effect of alcohol with medication is dangerous, unpredictable, and can compromise the effectiveness of the treatment. Remember that you are not allowed to store more than the daily allotment of wine (one half litre) at a time.

To claim your rights, avoid self inflicted injury (such as cutting oneself, swallowing blades, or overdosing on drugs): Pursuing legal channels for claiming your rights is a much more effective way of achieving your goal.

To keep from contracting infectious diseases (AIDS, hepatitis B and C, syphilis, etc.) remember:

- do not get tattoos. In addition to spreading infectious diseases, needles and other non-sterilized instruments can also cause serious infection;

- do not have promiscuous sexual relations because, in addition to being forbidden by the prison regulations, this behaviour puts you at risk for contracting illnesses such as AIDS and syphilis;
- do not share personal hygiene products (razors, toothbrushes, combs, etc.) because these objects can be infected by contact with cuts or injuries of people who are carriers of infectious diseases such as AIDS;
- do not exchange underwear or bed linen with other detainees because these items can transmit scabies, mycosis and other skin infections.

> 3.2 The importance of Hygiene

When you enter prison you will be given a mattress, sheets, pillow, and a kit for your personal use: Make sure that everything is clean. When you enter your cell, even if it seems completely clean, carefully wash everything. Prison regulations require you to take care of your personal hygiene and keep your cell clean.

Clean the shelves where you keep your food, your dishes, the sink and the toilet every day.

If you do not have money, you can request personal hygiene products and cleaning products for your cell from the administration with the “Progetto Giobbe” form.

We recommend that you take a shower every day, at least whenever this is possible. To avoid catching skin diseases such as mycosis and warts, do not to enter the shower with bare feet. Remember that the shower is for everyone and should therefore always be left clean. Do not use the shower to shave or wash your clothes.

> 3.3 Health Services

Detainees and prisoners have the same right to have access to preventative medicine, diagnosis, treatment and rehabilitation as free citizens. The

health services within the prison are under the care of the Azienda Sanitaria (Healthy Agency) of Florence, which provides services free of charge to all detainees, including foreigners and STP (foreigners in Italy temporarily). These services include medication, medical services, outpatient mental health (which provides psychiatric and psychological treatment), and Ser.T which guarantees treatment for HIV positive detainees. Children living with mothers who are detainees are guaranteed general paediatric care.

Upon entering prison you will be visited by a doctor who will evaluate your physical condition, and may prescribe blood tests and other diagnostic exams. The doctor will also ask you to take an HIV test. We recommend that you consent, because knowing your HIV status and beginning treatment as soon as possible will enable the treatment to have the most effective results. Remember that the results of the test are anonymous and confidential.

During the visit, the doctor will ask for information about your health. We recommend that you tell the doctor if:

- you are a drug addict or alcoholic. You should tell the doctor because this will allow you to obtain the assistance of the Ser.T health workers operating within the prison;
- you have or have had serious illnesses;
- you have serious allergies, such as allergies to specific foods or medications;
- you have problems chewing, so that the doctor can determine whether or not you need to see a dentist.

During your time in prison you can request an appointment with a doctor (general practitioner or specialist) by speaking with the nursing personnel. You can also request that a linguistic-cultural mediator be present during this visit.

You are also permitted to request a visit with an external doctor. In this case, you must make a request to the *Direttore* (Governor), specifying the motive for the medical visit, so that authorization can be given to the specialist at the entrance.

Remember these essential rules during your time in prison:

1. if you have a sudden illness inform the *agente* on duty immediately.

You will be given first aid treatment by the nurse on duty who, if he finds it necessary, will have you treated by the duty doctor;

2. medication must be taken according to the instructions of the doctor. It is forbidden to accumulate medication (even one daily dose) or to give it to other detainees. Do not ask the nurse to change your prescription, because changing prescriptions is not part of the of the nurse's duties. If you have problems with your prescription, make an appointment for a visit with the general practitioner or the specialist doctor who prescribed the treatment.

The following medical personnel are present at the prison:

- o General Practitioner *who substitutes your doctor of general medicine*
- o SIAS Doctor *who guarantees the presence 24 hours a day of the duty doctor*
- o Specialists *in the following areas, (which may be expanded, as there is currently a reorganization in progress by the Azienda Sanitaria of Florence):*

- Cardiology
- Dentistry
- Orthopaedics
- Dermatology
- Surgery
- Ophthalmology
- Otolaryngology (Ear Nose and Throat Specialist)
- Neurology
- Gynaecology
- Radiology

4. Important Penitentiary Laws

➤ 4.1 Gratuito Patrocinio (Free Legal Aid)

If you are an Italian citizen, or a foreign citizen in possession of documentation that certifies your identity, you can receive free legal aid. With free legal aid, you will not be responsible for paying the attorney for the defence, the fees and the other costs of your trial, such as your legal adviser and investigators.

To obtain free legal aid you must earn less than 9,732.84 euro per year, as determined by your last income tax return form. If you live with other family members, this number increases by 1,032.91 euro for each dependent (person living with you). For example, if the family is composed of two people then the total income must be less than 10,756.75 euro. If the family is composed of three people, then the total income must not exceed 11,789.66 euro, etc.

If you have been accused or convicted of tax evasion then you cannot apply for free legal aid. You are ineligible for free legal aid if you have been convicted of smuggling, drug trafficking or mafia related crimes, or for crimes committed in the circumstances specified by art 416 *bis* of the Penal Code - *C.P.* or with the end of facilitating activities specified by art 416 *bis*.

In order to receive free legal aid you must make a request through the governor of the penitentiary institution, who will authenticate your signature and transmit your request to the judge.

The petition must contain:

- financial information of the applicant and all of his/her family members;
- the tax code number of the applicant and of each family member;
- self-certification by the applicant that the income information provided

is correct, with specific details of his/her total income and the income of all other family members.

The applicant must communicate any changes in his/her income. The applicant has one year and 30 days from the presentation of the request (and up until the trial is over) to report any changes.

Foreign applicants must attach a certification from their consular authority which confirms the accuracy of their declaration of income from abroad. Foreign inmates have 20 days from the presentation of the application for free legal aid to produce this certificate. It can also be presented by the public defender or by a family member. In cases where it is impossible to produce the certificate, it can be substituted with a self-certification. The applicant signs a document certifying that the amount of income he or she has claimed is valid and correct.

For income earned in Italy, it is sufficient to declare your total income in the last year, although the judge can ask for documentation that substantiates your claim. If it is impossible to produce such documentation, you can substantiate your claim with a self-certification.

The signatures on all of the requests must be authenticated by the administration. In order to do this you should speak to the *ispettore* in charge of your ward.

> 4.2 Legal Grounds for Detention

Your detention can be motivated by:

- arrest (*arresto*) for having committed a crime;
- arrest on suspicion of a crime (*fermo*);
- execution of a judge's order for *custodia cautelare* (preventive detention - incarceration before the trial);
- *esecuzione della pena* (serving the sentence - the phase that follows the final verdict).

In the first two cases, the judge must meet with you within 96 hours. The judge will either validate your arrest or *fermo* (provisional arrest) or release you.

In the third case, the judge must question you within five days. If you are in *custodia cautelare* the P.M.- *Pubblico Ministero* (public prosecutor) cannot interrogate you until you have been questioned by the G.I.P. - *giudice per le indagini preliminari* (judge for the preliminary hearing). You can be held in *custodia cautelare* only for the following reasons:

- risk of *repeating* the crime;
- concrete flight risk;
- risk of contaminating the evidence.

For mafia related crimes (*associazione a delinquere di stampo mafioso*) (art. 416 *bis* of the Penal Code - *C.P.*) the *custodia cautelare* in prison is always applied, unless the evidence demonstrates that it is not required.

For crimes of sexual violence *custodia cautelare* in prison is always applied.

The maximum duration of *custodia cautelare* is three months, six months, or one year (according to the seriousness of the offence) beginning on the first day of the arrest and up until the pre-trial hearings (*rinvio a giudizio - udienza preliminare*).

For complex cases and serious crimes the terms can be suspended during the course of the trial and postponed one or more times.

The maximum duration of *custodia cautelare* from the arrest until the final sentencing, taking into account all of the phases of the trial and the possible extensions and suspensions, can not be more than two, four, or six years, depending on the seriousness of the crime.

The order for *custodia cautelare* can be appealed by presenting a petition

to the *Tribunale della Libertà* (the court that decides if the *custodia cautelare* is required) within 10 days from the moment you are notified.

➤ 4.3 The Different Types of Trials

➤ *Il giudizio abbreviato* (Abbreviated Trial)

At the preliminary hearing, instead of committing you for trial, the *G.U.P.* (*Giudice dell'Udienza Preliminare* - the judge of the pre-trial hearing) can make a ruling and immediately close the trial. In this case, the sentence is reduced by two thirds.

An abbreviated trial must be requested directly by the accused, or through the special prosecutor (agent with limited authority). With the exception of cases where the request depends on probative evidence (*giudizio abbreviato condizionato*), the judge is required to accept the request for the *giudizio abbreviato*. The *giudizio abbreviato* can also be applied in cases where the crime carries a possible life sentence (with or without solitary confinement).

➤ *Il patteggiamento* (The Plea Bargain - a sentence applied at the request of both parties)

This is an agreement between the accused and the *Pubblico Ministero* (*P.M.*) concerning the sentence to be served. A *patteggiamento* is possible when, taking into account the extenuating circumstances and the anticipated reduction of the sentence (up to 1/3), the sentence does not exceed five years (except in cases of crimes of a particularly serious nature indicated by paragraph two of article 444 of the Penal Code) for which the limit of two years applies. The accused must request a plea bargain at the preliminary hearing and (except in cases of unjustified refusal by the P.M. or of rejection on the part of the judge) the petition can not be renewed during the trial.

➤ *Citazione diretta davanti al Giudice* (Monocratico Court Summons in Front of a Single-Judge Court)

For crimes for which there is no pre-trial hearing, the abbreviated trial and the *patteggiamento* can be requested at the hearings, before the trial (*dibattimento*) begins.

➤ *Il giudizio direttissimo* (Summary Trial)

When there has been an arrest during the commission of a crime, if no further investigations are needed, within 48 hours from the arrest the *P.M.* can request the validation of the arrest and the *giudizio direttissimo*. If the arrest has already been validated, or if the accused has confessed, then the *P.M.* can proceed to the *giudizio direttissimo*.

- within 15 days of the arrest, in the first case;
- from the entering of the case into the register, in the second case;

during this phase you can choose to request the *giudizio abbreviato* or the *patteggiamento*. In every case, you can request a continuance that cannot exceed 10 days, to prepare the defence.

➤ *Il giudizio immediato* (Immediate Trial)

If the proof appears evident, the *P.M.* can ask the *G.I.P.* for a *giudizio immediato* within 90 days from the entry of the case into the register. Notice must be served on the degree of the *G.I.P.*, scheduling the date for *giudizio immediato*, at least 30 days before the date set for the trial.

Up to 15 days from the date of notification of the decree scheduling *giudizio immediato*, the accused can ask the judge for a *giudizio abbreviato* or a *patteggiamento*. After this period (of 15 days) it is no longer possible.

>> *Il giudizio ordinario* (Ordinary Trial - this is the normal trial procedure)

The trial is held in front of a court that is composed, depending on the case, of one or more judges. The date is fixed by the *G.U.P.* at the end of the pre-trial hearing or, for crimes that do not require a preliminary hearing, the *P.M.* can call the defendant to appear before the court. At the beginning of the hearing, the *P.M.* and the attorneys for the defence ask for the admission of evidence. The prosecution witnesses (witnesses against the accused) are interrogated first, then the defence witnesses. If you want, you can request to be questioned or, if the *P.M.* requests to question you, you can choose to accept. In this case, you will have to respond to all of the questions put to you by the prosecution; the defence; and, eventually, the judge. You can also make a spontaneous declaration at any moment of the trial (even just before the judge retires to deliberate the verdict).

After the presentation of the evidence, the hearing begins. This phase is called *discussione*. It is the final moment of the *dibattimento*, when the two sides present their closing arguments. The hearing will end with the judgment (*sentenza*). You can appeal against the sentence of an ordinary or an abbreviated trial to the Court of Appeals. In order to be admissible, the written declaration of your appeal (*appello*) must specify the judgement that you are appealing, the date the judgment was given, the name of the judge who pronounced the verdict, and your reasons for the *impugnazione* (appeal against the judges decision). You can also appeal to the *Corte di Cassazione* (Court of Cassation). When there has been a *patteggiamento* you can only appeal to the *Corte di Cassazione*. The time limit for presenting the appeal is 15, 30, or 45 days depending on the case:

- 15 days, when the reason for the judgment was read immediately after the verdict;
- 30 days, when the reason for the judgment was entered within 15 days from the verdict;
- 45 days, when the reason for the judgment was entered more than 15 days after the verdict.

➤ 4.4 Penitentiary Benefits and Alternative Measures to Detention

(Can be requested only after a final judgement).

➤ *La liberazione anticipata* (Early Release - a sentence reduction for good behaviour)

If you have:

- maintained "good behaviour" (*regolare condotta*)
- participated in re-education programs (*partecipato all'opera di rieducazione*),

for every six months of detention, the time remaining to serve on your sentence can be reduced by 45 days. You can also receive this reduction for time served in *custodia cautelare* (pre-trial custody) and *arresti domiciliari* (house arrest), but you can request the time off only after you have been convicted. Your request, on the appropriate form, (available in your *sezione*) should be addressed to the *Tribunale di Sorveglianza* (*Supervisory Court* - the court that oversees the prison and the prison inmate). However, if you commit a new crime while you are still serving your sentence, this privilege can be revoked, even if you were granted an alternative measure to detention.

Conviction for a non-culpable crime, committed after a privilege has been granted, revokes that privilege. The Constitutional Court (*Corte Costituzionale*), with order n. 186 of 23.05.1995, established that *liberazione anticipata* (early release) can only be revoked if the behaviour of the subject while serving the sentence, is found to be inconsistent with the privilege granted.

➤ *I permessi premio* (Bonus Leave of Absence - permission to leave prison for a certain number of days)

The *permessi premio* are granted by the *Magistrato di Sorveglianza* (Supervisory Judge). The duration of the leave of absence may not exceed a total of 45 days in each year of the sentence. Each leave of absence

can last no longer than fifteen days. To obtain the *permessi premio*, it is important that you make a favourable impression on the governor, and that the treatment team recommends a bonus leave as part of your treatment program at the conclusion of the *sintesi* (the report on your behaviour in prison). In addition, you must be serving a final judgement and you must have already served at least of your sentence, if you have been convicted of a non-serious offence. If, however, you have been convicted of a serious crime (such as robbery, extortion, homicide, etc.) you will be eligible for bonus leave only after you have served half of your sentence (but not more than 10 years).

For sentences of less than three years, there is no requirement for the amount of time that must have already been served on a sentence in order for you to be eligible for a bonus leave of absence.

Bonus leaves of absence cannot be granted in the following cases:

- for two years, for prisoners who have been convicted of or charged with an intentional offence committed while serving their sentence or while under some form of custody; i.e., *arresti domiciliari* (house arrest);
- for three years, for convicts who escaped from prison or whose alternative measures to detention have been revoked, regardless of the nature of the crime for which they were convicted;
- for five years, for prisoners convicted of serious crimes (such as robbery, extortion, homicide, etc.) accused or convicted of committing an intentional offence (punishable with a sentence of no less than three years) during external work, a leave of absence, an alternative measure to detention, or during an escape.

In accordance with the modifications established by ex-Cirielli, the *permessi premio* can also be granted to inmates convicted of recidivism, according to the fourth paragraph of article 99 of the Penal Code:

- a) after one third of the sentence has been served, for those sentenced to arrest or to less than three years of detention;
- b) after half of the sentence has been served, for those sentenced to more than three years of detention, except as otherwise provided in letter c;

c) for convicts of a crime described in article 4 bis *O.P.* or for convicts serving a life sentence who have served more than two thirds of the sentence, but not more than 15 year.

➤ **Work Outside of Prison** - (*Lavoro Esterno*) art. 21 Penitentiary Law - O.P.

The governor of the prison can grant you the opportunity to work outside of prison (if your conduct is irreproachable and you are judged to be reliable). However, if you are convicted of a serious crime (robbery, extortion, homicide, etc.) you will be eligible for employment outside of the prison only after at least one third of your sentence, but no more than five years, has been served (ten years for prison inmates serving a life sentence). Work outside of prison can also be granted to detainees who have not yet been convicted.

➤ ***La semilibertà*** (Day Release - an alternative measure to detention. As a general rule, the convict is obliged to stay in prison only at night)

Semilibertà allows you to leave prison during the day in order to work, study, or take part in volunteer activities and return to prison in the evening. You must observe the rules of the program: Observe the schedule for entering and leaving the prison premises and do not leave the location assigned to you by the program.

To be eligible for *semilibertà*, you must have already served half of your sentence. If you are eligible to be placed under the supervision of the Social Services (the time remaining on your sentence must not exceed three years) you can be eligible for *semilibertà* if the court finds that the conditions necessary for placement under the supervision of the Social Services do not exist: In this case, it is not necessary to have already served half of your sentence. This option is not available to those who have been convicted of particularly serious crimes (art 2 bis *O.P.*: aggravated robbery, aggravated extortion, aggravated drug traffic, homicide, etc). For these serious crimes, *semilibertà* can be granted only after at least 2/3 of the sentence has been served. Those serving a life sentence

can also be eligible for partial day leave after they have served at least twenty years on their sentence. When calculating how much time has been served on your sentence for a request for *semilibert *, include the time off for *liberazione anticipata* (early release) that you have accrued. Recidivists, according to the fourth paragraph of article 99 of the Penal Code *C.P.*, can be eligible for *semilibert * only after having served at least 2/3 of their sentence. However, recidivists who have committed crimes described in ex art 4 bis *O.P.*, can be eligible for *semilibert * only after they have served at least 3/4 of their sentence. .

Semilibert  cannot be granted more than once to inmates convicted of recidivism, according to paragraph four of article 99 of the Penal Code.

Remember that if you do not respect the rules of alternative measures to detention (placement under the supervision of the Social Services, day release, home detention) the *magistrato di sorveglianza* (Supervisory Judge) can suspend the privileges and you will have to return (temporarily) to prison. Within 30 days, *the Tribunale di Sorveglianza* (Supervisory Court) will decide whether or not to revoke the alternative measure to detention. If the measure is revoked, then you will not be eligible to apply for privileges, including bonus leave of absence, for three years.

➤ *L'affidamento in prova ai servizi sociali* (Placement under the Supervision of the Social Services)

You can request an *affidamento* if you have less than three years remaining to serve on your sentence.

You can request an *affidamento in prova ai servizi sociali* by lodging an application with the *Magistrato di Sorveglianza* who can suspend your sentence and temporarily release you from prison, while awaiting the order of the *Tribunale di Sorveglianza* (Supervisory Court).

A suspension of the sentence can be granted if the judge finds that you have a good chance of obtaining the *affidamento*, that there is no danger of escape, and that confinement could impede your re-educational treatment. The *Tribunale di Sorveglianza* (Supervisory Court) should make its ruling within 45 days from the date that the judge receives your petition, but if the court system is overloaded the decision could take longer.

Having a job is not a formal requirement for obtaining an *affidamento*, but it will greatly increase your chances. For this reason, when you apply for an *affidamento* you should attach documents that prove you have an offer of work. Without these documents, your chances for obtaining an *affidamento* will be significantly lower. Furthermore, the petition must specify a home, residence or other living situation that you have arranged. It is not sufficient to list the office of your defence attorney as your residence.

If your petition is rejected, the suspension of your sentence is revoked and you must return to prison. You will not have another chance to request ANY other alternative measure to detention. The *affidamento in prova ai servizi sociali* (placement under the custody of the Social Services) allows you to serve your sentence at home or in a family type community, but you must respect the restrictions ordered by the *Tribunale di Sorveglianza* (Supervisory Court).

The most commonly ordered rules are:

- do not leave your district or province, if not authorized by the *Magistrato di Sorveglianza*,
- every 15 days you must contact the social worker of the *U.E.P.E.*, the *Ufficio per l'Esecuzione Penale Esterna, ex Centro di Servizio Sociale Adulti- C.S.S.A.* (the Social Service Center for Adult convicts serving a sentence outside of prison;
- dedicate yourself to a steady job, a volunteer activity, or a scholastic or vocational training course;
- remain at home during the hours mandated by the rules (usually during the evening);
- do not frequent those accused or convicted of a crime;
- offer your support to the victim of the crime.

If you are convicted of mafia associations, kidnapping, or drug trafficking you are eligible to obtain an *affidamento* only if you collaborated with the court.

If you are convicted of aggravated robbery, aggravated extortion, aggravated drug trafficking, or homicide, you can obtain an *affidamento* only if the Provincial Committee for Order and Public Safety (*Comitato provinciale per l'ordine e la sicurezza pubblica*) does not find evidence that you are tied to organized crime. Remember that having a good *sintesi* (the evaluation of your behaviour in prison made by the prison personnel) and having served the necessary percentage of your sentence is not sufficient for obtaining probation: You must attach documentation, demonstrating that you have an offer of employment once you are released from prison, to your request. This can be:

- an offer of work made by an employer who is above any suspicion (who is not a previous offender);
- enrolment in a school, vocational course, volunteer activity, etc.

The *affidamento in prova al servizio sociale* cannot be granted more than once to inmates who are recidivists, according to the fourth paragraph of article 99 of the Penal Code.

➤ *L'affidamento in prova in casi particolari* (Placement Under the Custody of the Social Services in Special Circumstances -for Drug Addicts and Alcoholics)

You can request probation under the supervision of the Social Services if your sentence, or the time remaining on your sentence, is less than six years (or four years for those convicted of a crime listed in art 4 *bis O.P.*) and you have completed or intend to enter a rehabilitation program for drug addiction. If you are already following a rehabilitation program, you can request to continue treatment outside of prison.

This restriction was repealed by legal decree, and the repeal was then confirmed by the law 46/2006. In accordance with the modifications

established by *ex-Cirielli*, suspension of a sentence to detention and placement under the supervision of the Social Services for drug addicts and alcoholics who are convicted of recidivism (according to the fourth paragraph of article 99 of the Penal Code) can be granted, if the sentence to be served is less than three years. Placement under the custody of the Social Services and suspension of a sentence for drug addicts or alcoholics who are sentenced as recidivists, in accordance with article 99, fourth paragraph, of the Penal Code, can be granted only once.

Placement under the custody of the Social Services in special circumstances cannot be granted more than twice. To request the *affidamento*, you must lodge a petition with the *Magistrato di Sorveglianza* (Supervisory Judge), attaching the certificate issued by a public health institution or an accredited private health organization that endorses the rehabilitation program you are enrolled in and attests that you are a drug addicted.

➤ Alternative Measures for Convicts Affected by Clinically Evident A.I.D.S. or Serious Immune Deficiency (Art. 47 *quarter* O.P., Introduced by the Law 231/99)

Article 47 *quarter* O.P. states that convicts with clinically evident AIDS or serious immune deficiency who intend to apply for treatment, can be admitted to *affidamento in prova* (placement under the supervision of the Social Services) or to *detenzione domiciliare* (home detention), regardless of the amount of time remaining to serve on their sentence.

The petition must be accompanied by a medical certificate issued by a public health service, or the prison health service, certifying the patient's condition and the possibility for treatment and assistance by a hospital or other institution, in accordance with the regional plans for assistance with cases of AIDS. The rules regarding alternative measures also specify the procedures for implementation of treatment.

➤ *La detenzione domiciliare* (House Detention - Requirement to remain at home after the trial)

There are different kinds of *detenzione domiciliare*. You can request *detenzione domiciliare* when the amount of time remaining to serve on your sentence is less than four years (or three years for inmates convicted of recidivism, according to the fourth paragraph of article 99 of the Penal Code) and one of the following conditions applies to you:

- You are a pregnant woman or a mother of children who are less than 10 years old and living with you;
- You are a father of children who are less than ten years old and living with you, but only if their mother is dead or it is absolutely impossible for her to care for them;
- You have a serious health condition which requires constant care from the local health services;
- You are over 70 years of age and disabled (even partially disabled);
- You are less than 21 years old and have a proven necessity for reasons of health, study, or family.

If the time left to serve on your sentence is not more than two years, you can obtain home detention under the following circumstances:

- You do not meet the requisites to obtain an *affidamento in prova al servizio sociale* (placement under the custody of the Social Services);
- The court has reason to suppose that during the *detenzione domiciliare* you will not commit further crimes;
- You were not convicted of one of the crimes listed in the art. 4 *bis O.P.* and you were not convicted of recidivism (in accordance with the fourth paragraph of article 99 of the Penal Code).

In accordance with the modifications established by *ex-Cirielli*, the *detenzione domiciliare* (house detention) can be granted for any crime (except for crimes connected with slavery, sexual violence, or crimes listed by art 4 *bis O.P.*) if you have never been declared a habitual criminal (professional or by tendency) or a recidivist (in accordance with the fourth paragraph of article 99 of the Penal Code).

To request *detenzione domiciliare*, lodge a petition with the *Magistrato di Sorveglianza* (Supervisory Judge).

In these two cases (sentences of less than four years in the particular circumstances described above and sentences of less than two years imprisonment) the *Magistrato di Sorveglianza* (Supervisory Judge) can temporarily institute an alternative measure to detention, while waiting for the decision of the *Tribunale di Sorveglianza* (Supervisory Court).

Detenzione domiciliare (house detention) can also be granted in the following circumstances:

1) Compulsory deferral of a sentence. (The judge is forced to defer the execution of the sentence)

- pregnant women;
- mother with a child less than one year old;
- AIDS, addiction, or very serious illness that is incompatible with imprisonment.

2) Optional deferral of a sentence (the judge can, at his discretion, defer the sentence)

- application of a petition for pardon (*grazia* - sentence revocation);
- person with serious physical infirmity;
- mother with children under three years of age.

In these cases, regardless of the amount of time left to serve on the sentence, home detention can be granted for a fixed period of time that can later be extended. To request the deferral of a sentence, you have to lodge a petition to the *Magistrato di Sorveglianza*. Remember that if you leave the location where you have been assigned to serve your sentence

without permission, you commit the crime of flight and this will cause the privileges granted to you to be revoked.

➤ 4.5 Pardon (*Indulto*)

The law 241 of 1.8.2006 institutes a pardon (*indulto*).

The pardon reduces the time remaining to serve on sentences for crimes committed before 2.5.2006 by three years. If, for example, you must serve six years and you have already served one year and eight months then three years of the sentence are pardoned and the time left to serve on your sentence is one year and four months. Some crimes are excluded from the pardon. The pardon is applied automatically for those who must be released. For other cases, it must be requested.

5. Legal and Judicial Issues Regarding Incarceration

➤ 5.1 Re-evaluation of the Danger to Society and the Revocation of the Order for Deportation

You may be subject to security measures (probation, conditional release) or, if you are from a country outside the European Union, to deportation once you have finished serving a sentence of imprisonment. In this case, when you have almost finished serving your sentence, the *Magistrato di Sorveglianza* will set a hearing to determine whether or not you are still a danger to society and, therefore, whether or not he must sentence you to a security measure.

If you served your time in an alternative measure to detention with a record of good behaviour, the judge can decide that you are no longer a danger to society.

If you are a foreigner, you have right to reside in Italy until the day of the hearing for the re-examination of your case and, to that end, you can request a temporary residence permit (*permesso di soggiorno temporaneo*) "for reasons of justice" (*per motivi di giustizia*). In this way, you are allowed to remain in the country and attend your hearing. If the hearing does not have the desired result, you are sentenced to deportation. However, an asylum seeker who is at risk of persecution for race, political opinion, religion, sex, language, nationality in his country cannot be sentenced to deportation. This also applies to minors, pregnant women, women who are due to give birth soon, foreigners married to an Italian citizen, and foreigners living with relatives (up to fourth degree) who hold Italian citizenship (art. 19 *Testo Unico (T.U.)* on the conditions of foreigners).

If one or more of these situations applies to you, you should inform the *Questura* in writing.

Remember that deportation can also be ordered in other circumstances:

- As an alternative form of sanction (in this case on the order of the Supervisory Judge who has jurisdiction over the institution in which you are confined) if the time remaining to serve on your sentence does not exceed two years; as a substitute sanction, ordered by the same judge who convicted the prisoner, if the judge imposes a sentence that does not exceed two years and if the circumstances necessary for a suspended sentence or probation (*sospensione condizionale della pena*) are not present;
- As an administrative sanction, for an infraction of the immigration laws;
- Following a conviction for crimes against the State (crimes of terrorism, etc).

➤ 5.2 Renewal of the Residence Permit (*Rinnovo del Permesso di Soggiorno*)

If you have a residence permit for work (*permesso di soggiorno per motivi di lavoro*) that is about to expire, you can make the request to renew it from prison, but keep in mind that every conviction for an “impedimental offence” (*reato ostativo* - all crimes for which a compulsory arrest during the commission of a crime (*arresto in flagranza*) is mandated) stops the renewal of a residence permit.

If you have family members who are legally residing in Italy you can request for the prison to issue or renew your residence permit for *motivi di famiglia* (family reasons). Keep in mind that in this case the issuing or renewal of a residence permit is not automatic: It is discretionary. If your request is denied, you can contest the decision before the *Tribunale amministrativo* (administrative tribunal). The renewal for family reasons must be requested from prison within 60 days from the expiration of the residence permit.

For any information regarding your residence permit, you should contact the volunteers of “l’Altro Diritto” to make an appointment for a consultation.

➤ 5.3 European Penitentiary Rules

(Recommendations of the Committee of the Ministers of the Council of Europe 12.02.87)

All penitentiary regulations must be applied impartially. There must be no discrimination of race, gender, language, religion, political or other types of opinions, social origins, nationality, birth, or economic condition. The religious beliefs and moral principles of the group you belong to must be respected. When you enter the institution you have the right to receive information about life in prison, contacts with the judicial authorities, and everything that is necessary to understand your rights and duties.

You have the right to inform the embassy (or a consulate) of your country that you are in prison.

You have the right to an interpreter for meetings with judges and public officers. All documents served during the trial must be translated into your language. Carefully keep all of legal documents (*atti giuridici*) that are given to you by the *Ufficio Matricola* (Roll Office) or from the bailiff (*Ufficiale Giudiziario*): These could serve you to document appeals, petitions, etc.

You must be permitted to fulfil the needs of your religious and spiritual life. If there are a sufficient number of prison inmates at the institution who practice your same religion, a qualified representative of that religion must be authorized or appointed. This person will be in charge of religious services and ceremonies and will make visits to detainees.

➤ 5.4 Transfer of Convicts to Foreign Countries

➤ How to Ask for Transfer

It is possible to request a transfer to your country of citizenship, and serve there the prison term to which you were sentenced in Italy.

You must address a request for a transfer to the Ministry of Justice in Italy, or the Ministry of Justice of the country in which you hold citizenship.

The transfer will be possible if the following conditions are satisfied:

- You are a citizen of the country to which you request a transfer;
- A final judgement has been passed;
- You have at least six months left to serve on your sentence (from the moment the Ministry of Justice receives your application);
- The act for which you were convicted constitutes a crime according to the laws of the country to which you are requesting to be transferred;
- The offence for which you were convicted in Italy is considered a crime by the laws of the country to which you are requesting a transfer;
- There is an agreement between Italy and the country to which you are requesting a transfer, Social Services which allows the transfer of prisoners between the two countries.

> What Happens After the Transfer

The sentence you have received in Italy is converted into a sentence, for the same type of crime, by the penal code of the country to which you are transferred. Your sentence cannot be increased. The time already served in Italy will be subtracted from your new sentence.

You can also be granted amnesty or a pardon, from the Italian government or from the country to which you are transferred. Any further review of the trial will remain within the exclusive jurisdiction of the Italian court.

> 5.5 Extradition

Your extradition to another country can be granted only when the act for which extradition is requested is considered a crime both by Italian law and by the laws of the country requesting extradition.

Extradition can not be granted under any circumstances for the following cases:

- For political crimes (with the exception of genocide);
- When the laws of the country requesting extradition carry the possible sentence of the death penalty for the crime (except if the requesting government guarantees that the death penalty will not be enforced);
- When the person to be extradited has already been sentenced to death in the country requesting extradition, or risks a similar sentence for reasons that are not mentioned in the request for extradition.

6. Economic Interactions with the Authorities

➤ 6.1 Fines (*La multa e l'ammenda*), the Conversion into *Libertà Controllata* (a Substitute Measure of Pecuniary Penalties that Oblige the Offender to Follow Certain Rules), or into Socially Beneficial Work

Pecuniary penalties can be called "multe" or "ammende". At the end of a trial they can be imposed together with a prison sentence or can constitute the sole sanction. Many crimes carry the possibility of both detention and pecuniary penalties. For example, smuggling and drug related crimes can be penalized with heavy fines.

If an appeal to the *Corte di Cassazione* (Court of Cassation) is rejected, in addition to the fines decided by the trial judge at the time of the conviction, the court can impose an additional monetary penalty from 258.00 to 2,065.00 euro. Unlike the "multa" and "ammenda", this is not a penal sanction but an administrative one, which means that the amount set by the court must be paid to the "*Cassa delle Ammende*".

When you do not have the money to pay the fines, they are converted into a "*pena sostitutiva*" (substitutive penalty) of days in *libertà controllata*.

The conversion between the amount of money owed and the amount of days to be served in *libertà controllata* is made by converting every 38.73 euro owed into one day of *libertà controllata*. The duration of the *libertà controllata* cannot exceed:

- one year and six months, if it substitutes a *multa*,
- nine months, if it substitutes an *ammenda*.

Your time in "*libertà controllata*" will be served at the end of your time in detention. *Libertà controllata* has certain obligations and prohibitions that will be decided by the Supervisory Judge. (e.g.; Check in every day at the "*caserma*"; Do not leave your municipal district of residence, etc). You can end this substitute penalty by paying the fine.

If you do not obey all of the rules and conditions set by the judge for the *libertà controllata* or the socially beneficial work, the rest of your sentence will be served in prison.

Foreigners serving time in *libertà controllata* or doing socially useful work instead of a pecuniary penalty that they cannot afford to pay, must serve the rest of their sentence in Italy until all of the time for the unpaid *multa* or *ammenda* has been served, even if they have been sentenced to deportation. If you intend to pay the fine instead of serving time with an equivalent sanction, but you do not have enough money to pay the fine, you can request to pay in instalments. In this case, you must petition the Supervisory Judge. The instalments must be at least 15 euro and no more than 30 euro each. You can also request to postpone the payment for six months (which can be extended) if you believe that at that time you will have enough money to pay the fine.

Successful completion of the term served under the supervision of the Social Services (at that time you can request a declaratory judgement from the supervisory court) satisfies the pecuniary penalty if the person in custody is in disadvantaged economic circumstances (you must provide evidences of your economic status).

IMPORTANT: Remission of debt for *multe* or *ammende* is not granted under any circumstances.

> 6.2 Legal Expenses and the Costs of Detention

If you have received a final conviction, you will be asked to pay the costs of your trial and the money owed to the lawyer's office (if you were not admitted to the free legal aid program).

You will also be asked to pay a portion of the daily cost of your maintenance in prison, fixed at 1.80 euro. This sum includes the cost of the meals and supplies provided by the prison administration (mattress, sheets, plates, silverware, etc).

You must use all of the assets that you possess to cover these two expenses (except a percentage of the pay from your job, even while in prison, and of your pension, which can not be garnished).

If you are in economic difficulty you can ask for the trial fees and the fees for your maintenance in prison to be waived. (You must also have a record of good behaviour while in detention). If the request is accepted, you will no longer be required to pay these fees. In that case, you will be charged only the maintenance fees for the months of detention during which you worked.

To request the remission of debt you must present the appropriate request form to the Supervisory Judge. The request for remission of debt must be presented as soon as you receive the bill for payment. Your request will suspend the procedure to collect the money owed. At the end of your sentence, the Supervisory Judge will evaluate whether or not you meet the necessary requirements for obtaining a remission of the debt.

The pay for the work performed in prison will be divided between two funds: the expendable fund (four fifths) and the restricted fund (one fifth). The money in the restricted fund will be paid to you when you finish serving your sentence. If you cannot get by without it, you can request that the money in the restricted fund be released to you, by filing the application (available in your section) and explaining the reasons for your request. These requests are not necessarily granted.

> 6.3 Compensation for Damages

When the crime for which you were convicted has caused damages to other people and these people were named as injured parties, you must compensate them for the damages. The amount of damages, which is

determined by the judge, may be recuperated by selling the assets in your possession or money can be garnished from your wages. No more than two fifths of your wages can be garnished (this includes the money garnished for the cost of your detention. Like the pecuniary penalties, the compensation for damages cannot be remitted.

IMPORTANT: Payment of fines, trial costs, costs of detention, and compensation for damages (for those in economic difficulty) is a requirement for conditional release (*liberazione condizionale* - release under rules that must be obeyed), pardon (*grazia* - the sentence is terminated) or clearing a criminal record (*riabilitazione* - the sentence is terminated and the criminal record cleared).



7. The Information Counter “Documents and Economic Assistance” (*Sportello Documenti e Tutele*)

➤ 7.1 Unemployment, Welfare Benefits, and Other Documents

The Sollicciano prison provides a service known as the *Sportello Documenti e Tutele*. Its function is to guarantee access to forms of income support (such as unemployment benefits or family allowances) or to help prisoners to obtain documents (such as a taxpayer’s numbers - *codice fiscale* and identification cards).

In some cases, you can request to meet with the staff in person to gain access these services or, in other cases, you will communicate through the *scrivano* of your section.

Request a meeting with the staff to register as unemployed or disabled, register for disability pension, and request an identity card.

Communicate through the scrivano for unemployment benefits and family allowances.

The following information will provide you with the knowledge necessary to access all of the services.

➤ 7.2 Certificate of Residence (*Residenza Anagrafica*)

Prison inmates who already have a first instance conviction can request this service. Requests for assignment of residence by prison inmate who have two or more years remaining on their sentence, by standard

procedure, are forwarded to the *NCP of Sollicciano*.

Prison inmates who want to request legal residence at Sollicciano can contact the information counter staff, who will verify whether or not this is possible.

➤ **7.3 Identity Card and Other Forms of Identification**

If you need an identity card, make your request at the *Sportello*, but remember that you are only eligible for an identity card if you have residence in Italy.

You will be asked to provide a copy of your expired Identity Card (*Carta d'identità*).

➤ **7.4 Unemployment Benefits with Reduced Prerequisites (*Indennità di disoccupazione con requisiti ridotti*)**

What is this?

This is a measure of income support available to prison inmates who have worked during the previous calendar year.

What are the requirements?

The requirements for requesting unemployment benefits are:

- 1) To have worked at least 78 days during the preceding year. Even a day in which you worked one hour counts as a work day;
- 2) To have paid taxes for the two years preceeding the year in which you are requesting unemployment benefits (for example, if you present the request in 2006, you must have worked at least one week before 31/12/2004).

The benefits will be determined by taking into account the number of days that you worked during the previous year.

When to make the request?

The request must be presented between January first and March 31 every year.

How and to whom to make the request?

The service is available at the *Sportello Documenti e Tutele* in February and March each year.

To access the service:

- sign up on the list provided by the *scrivano* of your *sezione*;
- wait for the staff to verify your requisites through the prison *Ufficio Conti Correnti* or the *INPS*;
- if it is determined that you meet the requisites, then you will be asked to fill out a request through the *scrivano* and the staff will forward your request to the *INPS*;
- if you worked outside of prison during the previous year then you must ask your previous employer to fill out the form DL86/88;
- or, instead of using the service provided by the sportello, you can fill out the form for unemployment compensation yourself and send it directly to the INPS.

➤ 7.5 Family Allowances (*Assegni familiari*)

What is this?

It is a means of income support for families. It is available to employees, to unemployed persons, to workers on unemployment benefits, to redundancy fund beneficiaries, to cooperative societies' employees, and to retired persons. The right to request a family allowance is granted by the *Ordinamento Penitenziario* (Penitentiary Law) which states in article 23 that "detainees and internees who work have the right to family allowances for their dependant relatives, in accordance with and to the measure determined by the law. Family allowances are given directly to dependants following the procedures determined by the law".

When to request them?

You can request a family allowance in June and July every year. You can also request back payment of allowances for up to five years.

You can request a family allowance if you work in prison or for the period that you have worked in prison.

For which family members can it be requested?

- For the person requesting the allowance.
- Your husband or wife, if you are not legally or in fact separated.
- Your children (legitimate, illegitimate, adopted, natural, legally recognized or judicially declared, children from a previous marriage, in your custody according to the regulations of the law) and grandchildren living in your care who are under 18 years of age.
- Adult children who cannot be gainfully employed because of a physical or mental handicap that permanently and completely prevents them from working.
- Brothers, sisters, nieces and nephews of the requesting party who are minors or unemployable adults, on the condition that they are orphaned by both parents and don't have the right to a survivor's pension.

Foreign prisoners can also request family allowances for their spouse and children if they live in Italy and are in possession of a regular residence permit. If the family is in the country of origin, you cannot request family benefits unless you are a citizen of: Cape Verde, Croatia, Jersey-Canal Islands, Monaco, Slovenia, Tunisia and the former Yugoslavia.

What documents do you need?

- family status or self-certification of the family status on the form provided by the INPS;
- authenticated declaration of your spouse in which he or she declares to not receive assistance (or if you receive assistance indicate the amount) or, in alternative, ISEE certification requested from a CAF;
- your spouse must also sign the form for the request for a family allowance or, alternatively, attach a signed declaration which states: "dichiaro di non percepire e di non aver richiesto assegni familiari". ("I declare that I have not received or requested family allowances");

- you will have to know the tax code number(s) of your family member(s) so that you can write the number(s) on the form. (You do not have to provide a copy of their tax code number form, it is sufficient to write the numbers on the form).

How and from whom to request it?

You can request the form from the *scrivano*. Fill out the form, attach the family status and the declaration of your spouse, and send it to the *Ufficio Conti Correnti* (the office in charge of the prisoners' accounts). If the form is incomplete or not filled out correctly you will be contacted directly by the *Sportello* staff.

If you have problems filling out the form, you can request the help of the *Sportello* staff by presenting a *domandina* form addressed to the *Sportello Documenti e Tutele*. On this form you must write:

- your first and last name;
- your section and cell;
- the motive for the request (for example: "Filling out the form for family allowances").

➤ 7.6 Registration as Unemployed or Disabled Unemployed

All prison inmates who are legal residents in Italy can register as disabled unemployed if they are:

1. People with physical, mental or sensory disabilities who are at least 46% disabled.
2. Disabled from work at least 34%.
3. Blind or deaf mute (L.382/70 e L.381/70).
4. Disabled servicemen, both civilians and soldiers disabled by war.

To sign up for the special employment list your disability must be formally recognized, which you can do by visiting to the local ASL Commission.

All prisoners who are legal residents of Italy can sign up for the ordinary employment list. If you were enrolled before entering prison, keep your enrolment. The enrolment does not bring any advantage (such as, for example, unemployment benefits or tax allowance).

How to request the recognition of a disability and/or sign up for unemployment lists?

Request a meeting with the *sportello* staff by addressing a *domandina* to the "*Sportello Documenti e Tutelè*". On the *domandina* write:

- Your first and last name.
- Your section and cell number.
- The reason for the request. (Indicate if the request deals with ordinary enrolment or disability enrolment, or if you want to request recognition of a civil disability).

➤ 7.7 Retirement, Disability Pension, and Welfare Pensions (*Pensioni di anzianità, invalidità e sociale*)

- Retirement Pension is available to anyone who has reached the age specified by the law, which differs depending on which category of work applies to you.
- Disability Pension is available to disabled people who are enrolled on the list for the disabled.
- Welfare Pension is available to Italians, residents of the European Union, and foreigners with a residence card who are 65 years old and have an income of 0 (or a very small income).

Request the pension at the *sportello*, as described above. Remember to write the type of pension that you are requesting.

8. Directory of Service Agencies for Prison and for Sentences Served Outside of Prison

This is a list of the associations that work in the field of prison and alternative measures to detention in the Florence area

➤ Altro Diritto (Association)

- *Information counter in Sollicciano, for the following documents: family allowances, unemployment benefits, registration on the unemployment list, disability, social and old age pension.*
- *Internal and external legal consultations.*

CONTACT:

Fill out a *domandina* form at the "Sportello Documenti e Tutele" - Altro Diritto
External contact c/o centro Attavante - tel. 055.7364043 (15.00-21.00)
attavante@hotmail.it - adir@altrodiritto.unifi.it
Internal and external services

➤ Arci - Comitato Territoriale di Firenze (Community Improvement Association)

- *Internal activities - Courses in painting, music, dance and events.*
- *"Scarcerarci" Association for sports (Nicola Zuppa). Contact: Ufficio Educatori.*

CONTACT:

Arci - Comitato Territoriale di Firenze tel. 055.262971
Francesca Chiavacci, - tel. 055.26297245
Piazza de Ciompi, 11 - parissi@arci.it
Internal and external services

➤ Arci - Centro Servizi

- *Progetto inserimento lavoro detenuti.*

CONTACT:

Angelica Pea, Patrizia Del Sere, Marcello Bartalucci
via Dell'Anconella 4/r - tel. 055.225778 - fax 055.2306625
- cc.centroservizi@email.it
Internal and external services

➤ Alcolisti Anonimi (Alcoholics Anonymous)

- *Self-help for recovery from alcoholism, available after release or during alternative measures. To use after release from prison.*

CONTACT:

Eugenio Lumini - "Gruppo Rucellai" Piazza S. Salvi, 4 - tel. 055.671296

indiano38@aliceposta.it

External services

➤ Arci - Scarcerarci (Association)

- *Sporting activities, civil defence, and fundraising. Contact: Ufficio Educatori.*

CONTACT:

Nicola Zuppa - tel. 055.26297230 - Piazza de Ciompi, 11 -

scarcerarci@libero.it

Internal and external services

➤ Associazione Volontariato Penitenziario (Non Profit Association)

- *Provides support inside and outside of prison, through the Attavante Housing Center. Purchase of books for student detainees.*

- *Management of Progetto Giobbe for the distribution of personal hygiene products and clothing. Fill out the appropriate request form (domandina).*

CONTACT:

Carla Cappelli, Maria Milani, Dimitri Sani, Stefano Barbieri - tel. 055.486140

(answering machine and fax) - attavante@hotmail.it

Offices: Via Cavour 57, presso il Tribunale di Sorveglianza.

Centro Attavante tel. 055.7364043 (15.00-21.00)

Internal and external services

➤ CARITAS (Non Profit Association) - CENTRO ACCOGLIENZA "IL SAMARITANO"

- *Residential housing at THE CENTRE "IL SAMARITANO" for prison inmates on bonus leave, alternative measures and ex-prisoners.*

CONTACT:

write to: Caritas, Samaritano Via Baracca, 150/e - Firenze.

Leonardo Salimbeni, Valentina Monti, Lisa Vannini, Simone Ihle. Via F.

Baracca, 150/e - Firenze - tel. 055.3438680 or:

Caritas, Via de Pucci 2 - tel. 055.267701 - accoglienza@caritasfirenze.it

Internal and external services

➤ Teatro degli Stregatti (Association)

- *Theatrical productions, with prison inmates of the Sollicciano male section. Contact: Ufficio Educatori.*

CONTACT:

Elisa Taddei, Luana Ranallo, Ufficio Educatori Sollicciano tel. 055.73721
Internal services

➤ CIAO "Centro Servizi" (Non Profit Association)

CENTRO ACCOGLIENZA "CASANOVA"

- *Support, information, and escort to work and to alternative measures.*

CONTACT:

write to Associazione Ciao - Via delle Ruote 39 - Firenze - E. Cecchi, G. Parisi, L. Tusacciu. tel. 055.4630876/055.4633523 - cc.centroservizi@gmail.com
9.30-13.00 Monday-Friday afternoons by appointment only
Internal and external services

➤ Suore Vincenziane S. Caterina - Female Housing Centre S. Maria
• *Residential housing for women on bonus leave or in alternative measures to detention.*

CONTACT: Fill out a domandina

Suor Rosa, tel. 055.495341/ 055.472053

Via S. Caterina d'Alessandria, 15 - Firenze - s.caterina.fi@libero.it

Internal and external services

➤ Cooperativa CAT

- *Mediazione linguistico-culturale presso il carcere di Sollicciano.*

CONTACT: *Ufficio Educatori*

Via Slataper, 2 - Firenze - tel. 055.4487953 / 055.4222390

interpretariato@copcat.it

Internal services

➤ OASI - Halfway House Padri Mercedari

- *Residential housing for prison inmates on bonus leave, people in alternative measures to detention, and ex-prisoners.*

CONTACT:

write to OASI Via Accursio, 19 - Firenze -

Padre Dino Lai, Paolo Martinino, Giovanni Colantuono, Lucia Niccolai

Centro Padri Mercedari, Via Accursio, 19 - Firenze - tel. 055.2049112

- antonio.pinna@padrimercedari.it - www.oasifirenze.it
Internal and external services

➤ Fondazione Michelucci

- *Study and research on prisons and on the relationship between prison and society.*

CONTACT:

Fondazione Giovanni Michelucci - Via Beato Angelico, 15 - 50014 - Fiesole - Firenze

Nicola Solimano, Mara Ceccatelli, Alessio Scandurra, Saverio Migliori.

tel. + 39.055.597149 - Fax + 39.055.59268

fondazione.michelucci@michelucci.it - www.michelucci.it

External services

➤ Cooperativa Sociale Ulisse

- *Provides work in and outside of prison: workshop in Sollicciano and workshop outside of the prison for recovery and recycling of bicycles from the city bicycle pound. Bicycle rentals in Florence. Contact: Ufficio Educatori.*

CONTACT:

Gianni Autorino Via Galeotti, 7 - Firenze - tel. 055.6505295

presidenza@cooperativaulisse.org

Internal and external services

➤ Il Giardino dei Ciliegi (Association)

- *Courses in creative writing: Learn how to narrate and tell stories. This course is intended for women. Contact: Ufficio Educatori.*

CONTACT:

Mara Baronti, Monica Sarsini, Via dell'Agnolo, 5 - tel. 055.2001063

ilgiardinodeiciliegi1@virgilio.it

Internal services

➤ Il Muretto

- *Support for prison inmates through counselling and rehabilitation programs.*

CONTACT:

write to Don Alessandro Santoro Via Lombardia 1/p Le Piagge - Firenze

- tel. 055.373737 - ilmuretto@libero.it

Internal and external services

➤ Il Varco (Association)

- *Training for reinsertion into society, escort, support through other associations for work placement.*

CONTACT: *Fill out a domandina*

Giuseppe Mancini c/o Centro Attavante, 2 - tel. 055.7364043
giuseppemancini@hotmail.com - giuseppemancini@ilvarco.org

Internal and external services

➤ Leonardo Onlus (Association)

- *Periodic visits to prison inmates and help with job placement.*

CONTACT: *Fill out a domandina*

Quirino Caselli - Leonardo onlus c/o Cavip/Org. Caselli - Via Magenta, 19
- 50123 - Firenze - tel. 055.287388 - quirino@caselli.it

Internal services

➤ Liberarsi - Non Profit Association

- *Information and counter-information on prison through a newspaper and website.*

CONTACT:

Via A. Tavanti, 20 - 50143 - Firenze - tel/fax 055.473070 - assliberarsi@tiscali.it
C.G. De Vito

Internal and external services

➤ Mediamente (Association)

- *Linguistic and cultural mediation*

CONTACT:

Via Della Torretta, 12 - 50137 - Firenze.

Patrizia Bertolotti 328.8843209.

Mediatori: Kalliopi Vojo, Silvia Banu, Mohammed Zgar.

Internal and external services

➤ Pantagrue (Association)

- *Support and work in and outside of Sollicciano (doll making in the female section of Sollicciano). Publishing a newspaper in the female section.*

CONTACT: *Fill out a domandina*

Salvatore Tassinari, Daria Tommasini, Letizia Santoni, Fiorella Caporali,
Barbara Spaccapietra - Via Tavanti, 20 - Firenze - tel. 055.473070
asspantagrue@virgilio.it - www.informacarcere.it

Internal and external services

➤ Società di S. Vincenzo de Paoli

- *Assistance and support for detainees. Distribution, outside of prison, of information on the realities of life in prison.*

CONTACT: *Fill out a domandina*

Via degli Alfani, 47 - 50121 - Firenze - tel. 055.211378

Internal and external services

➤ Scuola Edile

- *Vocational training courses in construction. Internships outside of prison. Training and job placement. At Solliccianino (Gozzini). Contact: Ufficio Educatori.*

CONTACT:

Sig. Bruno Ferrari Via L. il Magnifico, 8 - 50129 - Firenze - tel. 055.4625035

angelazampini@scuolaedile.fi.it - www.scuolaedile.fi.it

Internal and external services

➤ Telefono Azzurro (Non Profit Association)

- *Support for detained mothers and their children. Escort of children to the Asilo Nido. Supports Project Theo, which provides external housing where mothers in detention can live with their children.*

CONTACT: *Fill out a domandina*

Silk Stegemann Via Assisi, 20 - tel. 055.781481

sstegemann@inwind.it - firenzeazzurro@azzurro.it

Internal and external services

➤ UISP (Association)

- *Activities (sports and games). Contact: Ufficio Educatori.*

CONTACT:

Orlando Materassi Via Bocchi, 32 - Firenze - tel. 055.6583501

solidarieta@uon.it

Internal and external services

8.1 PUBLIC OFFICES

PUBLIC PENITENTIARY OFFICES

> SOLLICCIANO PRISON

Via G. Minervini, 2r - 50142 - Firenze
tel. 055.73721

> MARIO GOZZINI PRISON "SOLLICCIANINO"

Via G. Minervini, 8r - 50142 - Firenze
tel. 055.755421 / 055.755451, with DAY RELEASE SECTION

> OFFICE FOR ALTERNATIVE MEASURES TO DETENTION OUTSIDE OF PRISON - UEPE

Borgo La Croce, 60r - 50126 - Firenze
tel. 055.2631905 / 055.2631924

> TRIBUNALE DI SORVEGLIANZA (SUPERVISORY COURT)

Via Cavour, 57 - 50121 - Firenze
c/o Corte d'Appello
tel. 055.50051

SOCIAL SERVICES OF THE MUNICIPAL DISTRICT OF FLORENCE

> SIAST N° 1

Via Verdi, 24 - 50125 - Firenze - tel. 055.2769629
Oltrarno - tel. 055.218930 / 055.218255
S. Jacopino - tel. 055.334301 / 055.334302

> SIAST N° 2

Via Gabriele D'Annunzio, 29 - 50135 - Firenze
tel. 055.6264907

> SIAST N° 3

Piazza Elia della Costa,3 - 50126 - Firenze
tel. 055.6817411

> SIAST N° 4

Villa Vogel - Via delle Torri, 23 - 50142 - Firenze - tel. 055.2767137 -
fax 055.2767154
Centro Sociale Iso lotto - tel. 055.7875001/012 - fax 055.7875532
Centro Sociale Legnaia - Lungarno S. Rosa, 13 - tel. 055.2287811/22 -
fax 055.2276133

> SIAST N° 5

Via Lambruschini, 33 - 50134 - Firenze - tel. 055.2767071
Centro Le Piagge - Via Dell'Osteria - tel 055.3224262 - fax 055.3224250
Centro Rifredi-Castello - Via C. Bini, 5/a - tel. 055.447891 - fax 055.4478938
Centro Novoli-Lippi - Viale Guidoni, 178/b - tel. 055.3283616 - fax 055.3283625

> UFFICIO CARCERE (PRISON ACTIVITIES DEPARTMENT)

Via Verdi, 24 - 50125 - Firenze - 3° piano (bus 14 e 23)
tel. 055.2769785 - fax 055.2769602 - m.verna@comune.fi.it

> GARANTE DETENUTI

Piazza della Parte Guelfa, 3 - 50123 - Firenze
Palazzo Canacci - 50125 - Firenze
tel. 055.2769138 - 055.2769137 - garante.detenuiti@comune.fi.it

> POLO DELLE MARGINALITÀ

IPAB "Educatario del Fuligno" - Via Faenza, 48 - Firenze - tel. 055.210232
/ 055.2670323 / 055.2670615 - fax 055.2645498

> ALBERGO POPOLARE

Via della Chiesa, 66 - Firenze
tel. 055.211632

> UFFICIO IMMIGRAZIONE (IMMIGRATION OFFICE - closed Wednesday afternoons)

Via Verdi, 24 - Firenze - ground floor (next to the post office)

Third floor Ufficio SPRAR Richiedenti Asilo (SPRAR Asylum Request Office)

tel. 055.2769604 / 055.2769632 - immigr@comune.fi.it

ASL 10 - FIRENZE - HEALTH SERVICES FOR DRUG ADDICTS AND ALCOHOLICS

> FIRENZE - SERT A

Borgo Pinti, 68r - 50121 - Firenze - tel. 055.246061 / 055.2460622 -

fax 055.2460637

Via dell'Arcoiaio, 2/a - 50135 - Firenze - tel. 055.6264054 / 055.6264056

- fax 055.6264060

> FIRENZE - SERT B

Piazza del Carmine, 17 - 50124 - Firenze - tel. 055.287299 / 055.210730

/ 055.210571 - fax 055.211811

Lungarno S. Rosa, 13 - 50142 - Firenze - tel. 055.2285667 / 055.2285757

/ 055.2285707 - fax 055.2285785 / 055.2285760

> FIRENZE - SERT C

c/o Villino Passeri - Via L. Il Magnifico, 102 - 50129 - Firenze - tel.

055.6264430 / 055.6264431 - fax 055.6264445

c/o Villa Basilewsky (only SAT: Service for Alcohol Prevention) - Via L.

Il Magnifico, 104 - 50129 - Firenze - tel. 055.6264436 - fax 055.6264446

> SERT SESTO FIORENTINO

Via Gramsci, 161 - 50019 - Sesto Fiorentino (FI)

tel. 055.4498323 - fax 055.4498333

> SERT CAMPI BISENZIO

Via dei Bruni, 49 - 50013 - Campi Bisenzio (FI)

tel. 055.8960218 - fax 055.891861

➤ SERT SCANDICCI

Via Rialdoli, 80 - 50018 - Scandicci (FI)
tel. 055.7294240 - fax 055.7294240

➤ SERT CHIANTI - BAGNO A RIPOLI

c/o Ospedale Ponte a Niccheri - Via dell'Antella, 58 - 50011 - Antella
Bagno a Ripoli (FI) - tel. 055.2496210 - fax 055.2496236

➤ SERT FIGLINE VALDARNO

c/o Presidio Ospedaliero Serristori - Via G. da Terrazzano, 20 - 50063 -
Figline Valdarno (FI) - tel. 055.9508330 / 055.9508230 / 055.9508429
- fax 055.9508431

➤ SERT MUGELLO - BORGO S. LORENZO

Via F. Niccolai, 23 - Via Bandini, 12 - 50032 - Borgo San Lorenzo (FI) -
tel. 055.8495143 / 055.8457802 - fax 055.8494383

➤ SERT INTERNO A SOLLICCIANO NCP

Via Minervini, 2r - 50100 - Firenze -
tel. 055.73721 chiedere del Ser.T interno

EMBASSIES AND CONSULATEES

➤ ALBANIA - Repubblica d'Albania

SEZIONE CONSOLARE:

via Asmara, 3/5 - 00199 - Roma - tel. 06.86224130 - fax 06.86216005

CONSOLATO GENERALE:

piazza Duomo, 17 - 20122 - Milano - tel. 02.86467423 - fax 02.86995396
Circoscrizione: Lombardia, Emilia Romagna, Friuli Venezia Giulia,
Marche, Piemonte, Toscana, Trentino Alto Adige, Umbria, Valle d'Aosta,
Veneto.

➤ ALGERIA - Repubblica Algerina Democratica e Popolare

sito internet: www.algerianembassy.it

SEZIONE CONSOLARE:

via Barnaba Oriani, 26 - 00197 - Roma - tel. 06.8084141 - fax 06.80660498

CONSOLATO GENERALE:

via Rovello, 7/11 - 20121 - Milano - tel. 02.7208603 / 02.72003266 -
fax 02.7208595

Circoscrizione: Lombardia, Piemonte, Valle d'Aosta, Trentino Alto Adige,
Friuli Venezia Giulia, Veneto, Emilia Romagna, Toscana.

➤ BULGARIA - Repubblica di Bulgaria

SEZIONE CONSOLARE:

via P.P. Rubens, 21 - 00197 - Roma - tel. 06.3224640 / 06.3224643 - fax
06.3226122 - bgamb.roma@tin.it

CONSOLATO ONORARIO:

piazza San Marco, 3 - 50121 - Firenze - tel. 055.289551 - fax 055.217609
Circoscrizione: Toscana.

➤ CINA - Repubblica Popolare Cinese

SEZIONE CONSOLARE:

via Bruxelles, 56 - 00198 - Roma - tel. 06.85350118 - fax 06.8413467

CONSOLATO GENERALE:

via dei Della Robbia, 39 - 50132 - Firenze - tel. 055.5058188 / 055.520699
- fax 055.5520698

Circoscrizione: Toscana, Liguria, Umbria, Marche.

➤ MAROCCO - Regno del Marocco

sito internet: www.ambasciatadelmarocco.it

SEZIONE CONSOLARE:

via Lazzaro Spallanzani, 8/10 - 00161 - Roma - tel. 06.4402524 /
06.4402587 / 06.4402506 - fax 06.4402695 -
sifamaroma@ambasciatadelmarocco.it

CONSOLATO GENERALE:

via del Carrozzaio, 3 - 40138 - Bologna - tel. 051.538763 - fax 051.531863

Circoscrizione: Emilia Romagna, Umbria, Toscana, Marche, Veneto, Friuli Venezia Giulia.

> ROMANIA

sito internet: www.roembit.org

SEZIONE CONSOLARE:

via del Serafico, 69/75 - 00142 - Roma - tel. 06.51531155 / 06.51965266

- fax 06.51531151 - amdiroma@roembit.org

CONSOLATO GENERALE:

via Gignese, 2 - 20100 - Milano - tel. 02.40074018 - fax 02.40074023

Circoscrizione: Lombardia, Piemonte, Liguria, Valle d'Aosta, Veneto, Friuli Venezia Giulia, Trentino Alto Adige, Emilia Romagna, Toscana.

> TUNISIA - Repubblica Tunisina

CONSOLATO:

via delle Egadi, 13 - 00141 - Roma - tel. 06.87188006 / 06.87183159 -

fax 06.87188002

Circoscrizione: Lazio, Toscana, Sardegna, Abruzzo, Umbria, Marche.







*Il progetto "Leccio" è finanziato dalla Regione Toscana - Giunta Regionale -
Direzione generale diritto alla salute e politiche di solidarietà.
Area di coordinamento politiche sociali integrate, Settore cittadinanza sociale.
Decreto R.T. n. 3336 del 16/07/08.*