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Ministria e Drejtësisë - Ministarstvo Pravde- Ministry of Justice

ADMINISTRATIVE INSTRUCTION¹
MoJ-No. 10/2023 ON HOUSE RULES IN CORRECTIONAL
INSTITUTIONS

¹ Administrative Instruction MoJ-No. 10/2023 on house rules in correctional institutions, signed by Minister of Justice, date 15.09.2023

Minister of the Ministry of Justice,

Pursuant to Law No. 08/L-132 on the Execution of Criminal Sanctions, article 32, article 37 (paragraph 5), article 61 (paragraph 6), article 64 (paragraph 2), article 65 (paragraph 3), article 67 (paragraph 3), article 91 (paragraph 2), article 184 (paragraph 1), based on article 11 (paragraph 1, sub-paragraph 1.5) of Law No. 08/L-117 on the Government of the Republic of Kosovo and on Annex 1 (point 3) of the Regulation (GRK) - No. 14/2023 on the Areas of Administrative Responsibility of the Office of the Prime Minister and Ministries, as well as in accordance with Article 38 (paragraph 6) of regulation no. 09/2011 of rules and procedure of the Government of the Republic of Kosovo,

Issues:

**ADMINISTRATIVE INSTRUCTION
MoJ-No. 10/2023 ON HOUSE RULES IN CORRECTIONAL INSTITUTIONS**

**CHAPTER I
GENERAL PROVISIONS**

**Article 1
Purpose**

This Administrative Instruction (hereinafter: Instruction) regulates house rules, organizing and way of living of convicted persons and detainees in correctional institutions.

**Article 2
Scope of work**

1. This Instruction applies in all Correctional Institutions, to convicted and detained persons while serving the sentence or detention measure.

2. This Instruction is applied mutatis mutandis to prisoners who temporarily stay outside a correctional institution.

**Article 3
Definitions**

1. Terms used in this Instruction have the following meaning:

1.1. **Convicted person** - a person who has been found guilty of committing a criminal offense by a final judgment of the court.

1.2. **Detainee** - a person who has been issued a detention measure.

1.3. **Correctional Institutions** - Detention Centres and Correctional Centres as well as High Security Prison.

1.4. **Prisoner** - all persons deprived of liberty and who are kept in correctional institutions.

Article 4 **Mutatis Mutandis Application**

1. Provisions of this Instruction are also applied appropriately to detainees and juveniles, unless otherwise determined by the relevant Juvenile Justice Code and the relevant Criminal Procedure Code.

2. Provisions of the relevant Criminal Procedure Code and provisions of the relevant Law on Execution of Criminal Sanctions (hereinafter: the Law) are also applied accordingly for the manner of dealing with convicted persons and detainees.

Article 5 **Compliance with legal provisions**

1. Convicted and detained persons are obliged to comply with provisions of this Instruction and orders from the competent officials.

2. All responsible staff in Correctional Institutions within their competences must ensure the implementation of the provisions of this Instruction.

CHAPTER II **ADMISSION AND PLACEMENT OF** **CONVICTED AND DETAINED** **PERSONS**

Article 6 **Admission**

1. Only a person to whom the court has issued a ruling ordering detention on remand or when the court has issued a verdict imposing prison sentence and an order to a correctional institution

to admit that person for execution of criminal sanction, detention measure, or other measure, shall be admitted to Correctional Institutions.

2. Correctional institution keeps a register for the admission of a convicted person or a detainee in which the convicted person's or detainee's name, parents' name, and surname, the day and time of admission, the name and surname of the authorized official person who brought the convicted person to Correctional Institution, and the name and surname of the correctional officer who admitted the convicted person or the detainee to the correctional institution are recorded.

3. During the admission procedure, the official in charge of admission, takes prisoner's photo in three profiles, measures his physical weight and height, records personal data, special marks, tattoos, and other marks if any, including injuries.

4. If the authorized official of the correctional institution, upon admission, concludes that the convicted or detained persons is injured or declares that medical intervention is urgently needed, then he requests from the authorized official who brought him to the correctional institution to obtain a medical report from the health institution outside the correctional institution.

5. In case the authorized persons who brought the prisoner are no able to obtain a medical report from outside then, the prisoner is admitted to the institution and the medical staff is immediately required to examine the prisoner in admission.

6. If a convicted person was brought to a correctional institution due to an arrest warrant, the correctional institution will inform the competent court as soon as possible.

7. Following medical examination, the prisoner is offered the possibility to bath, and is given clean clothing, underwear, and bedding.

8. If a prisoner is admitted after regular working hours, he will be placed in a separate room until the following working day when required actions as provided for in paragraph 3 of this article will be carried out.

Article 7

Verification of identity

1. When a convicted or a detained person is admitted to a correctional institution, the identity is verified on the basis of his identity card, passport, or driver's license.

2. If a detainee/convicts does not have any identification document on the basis of which the identity can be verified, then the authorized official person who accompanied him to the correctional institution will be a guarantor of his identity, for which a separate note is made in the official form which contains the data that must be compatible with data of the decision of the competent court. This document is signed by official persons who have handed him over and those who admitted him. Immediately after admission, his identity is verified through the Directorate for International Cooperation in the Field of Law Enforcement within Kosovo Police.

3. A person who comes voluntarily to serve the sentence and who does not have an identification document will not be admitted to Correctional Institution until his identity is verified by Kosovo Police.

4. Documents based on which the identity of the imprisoned person has been verified will be kept in the file.

Article 8 **Prisoner's search**

1. After the identity verification, a correctional officer of a correctional institution conducts a search of prisoner and his personal belongings. If there is a reasonable doubt that the prisoner possesses illegal items, prisoner's physical cavities must also be searched, and this is performed by health personnel at the request of the director of the correctional institution.

2. The personal search under paragraph 1 of this article must be done only by officials of the same gender as the convicted person or the detainee.

3. The prisoner is searched by two officials in a manner that respects his personality and dignity.

4. Personal search and body search is carried out in accordance with Article 34 of the Law.

Article 9 **Data recording**

1. In correctional institutions, data is kept in registry in the main admission book, as well as in electronic registry in the database for all prisoners under custody.

2. Data concerning all convicted and detained persons will be recorded in the main register and the database.

3. If a convicted person was brought to a correctional institution by order from the court or by an arrest warrant, the correctional institution after the admission shall inform the competent court in the shortest possible time.

Article 10 **Items that are allowed to the convicted or detained person**

1. Convicted or detained person, upon their admission to a correctional institution, are allowed certain items in their rooms.

2. Items allowed to the convicted and detained person are as follows:

2.1. Items for personal hygiene (soap, brush and toothpaste, hair shampoo, plastic cups, comb, and nail clipper), while for convicted or detained persons of the female gender also hygiene items for hygiene support, when it comes to cosmetic products hand creams and face creams;

2.2. Shaving kits, except for razor and other related shaving tools, whereas female convicted persons and detainees will be allowed a 3cm long nail file, tweezer, hairbrush, hairdryer;

2.3. Tools for cleaning and storing clothes;

2.4. Cigarettes and lighters;

2.3. Pencil, pen, and paper;

2.4. Orthopaedic items, eyeglasses, and necessary medications recommended by doctor and approved by Director of Correctional Institution;

2.5. Clothes, including sport items (sleeveless shirt, shorts, track suit and sneakers);

2.6. Wedding ring and wristwatch of a low value;

2.7. Family photographs, letters and medical documents and court documents;

2.8. Items for performing religious rituals;

2.9. Other items according to the type of institution and level of treatment; and

2.10. Items that they are entitled to buy in canteen.

3. Notwithstanding paragraph 2 of this Article, the convicted and detained person is not allowed a smart watch.

Article 11

Temporary retention of items

1. If an imprisoned person brings items that he cannot keep or receives such items while serving the sentence, the items will be temporarily taken away and he is obliged to return the unauthorized items to his family members. Prisoners are also obliged to return to their family members any item that they have in storage and that is considered redundant.

2. Retention of items is recorded in the respective form which serves as evidence on retained items, and a copy is provided to the prisoner.

3. In case that any item must be disposed, the consent of the prisoner is obtained, in case a disposal of any item is necessary, the item is disposed and the disposal is registered in the relevant form and the convicted person is notified.

4. If unauthorized items relate to criminal offence, correctional institution will inform the competent institution.

Article 12
Preservation of temporary retained items

1. Items retained from a convicted person are preserved in certain premises of the correctional institution (deposit) to ensure protection from damage.

2. Money and valuable items are kept in safe box or other safe place determined by the director of the correctional institution, with prior registration indicating the serial number and value.

Article 13
Return of items

1. When imprisoned person's items are returned from deposit through family visits or mail, except for unauthorized items retained during searches, the officer in charge of deposit is obliged to send a copy of the form along with items, whereas when return is performed directly, one copy of the form is provided to the person who receives the item.

2. The other copy of the form which is kept in the deposit will verify the handover of the item with the signature of the recipient and sender.

3. The official responsible for the deposit is obliged to regularly keep records of items he received for safeguard, as well as for items he has handed over.

4. Upon release of a prisoner from Correctional Institution temporary retained items will be returned, on what the record will be taken. A copy of the form is handed over to the person.

Article 14
Medical examination

Immediately after admission in correctional institution, at latest in 24-hour time, or on the first working day following admission, a general medical examination of a convicted person will be conducted. With the request of a convicted person or due to health complications noticed during admission, medical examination is carried out without any delay.

Article 15
Admission Block

1. Upon the admission in correctional institution the convicted person is taken to the admission block where he can be held up to thirty (30) days at latest.

2. In admission block a personal list of convicted persons is kept which indicates personal numbers from correctional institution and data on the convicted person.
3. In the admission block, the prisoner is assessed for security and his placement in the relevant block, taking into account the assessment of risk and needs that has been carried out for the convict, where the treatment is determined based on the individual sentence plan.
4. Convicted person is required to declare correct data about him and his immediate family members with exact address and telephone numbers, if there is any, in order to register them in personal list and in visits card. If they do not know the exact addresses and telephone numbers of immediate family members, the prisoner is obliged to obtain the data when first visit takes place and declare it to the competent officer of the Correctional Institution.

Article 16 **Placement of convicted persons**

1. Convicted persons are placed in correctional institutions in compliance with the risk and needs assessment and individual sentence plan, considering the duration of the imposed sentence, age, gender, state of health and other characteristics of the convicts. If possible, convicts are placed in the correctional institution, which is close to their permanent residence.
2. Allocation of convicted persons in rooms is done by the director of correctional institution or his delegate.
3. Convicted persons cannot be placed in the same wing of the block with detainees.
4. As a rule, detainees that are charged for same criminal offence are not placed in the same room. Exceptionally, in the absence of space, they may be placed together, if the court did not order otherwise.
5. Convicted persons and detainees that are recidivists in commission of criminal offenses are placed separately from convicted persons or detainees who have not served any sentence of imprisonment before, when it is possible.
6. Juveniles are placed separately from adult persons. Detained or convicted juveniles will not be placed in the room with other minors.

Article 17 **Separation of convicted persons**

1. The convicted or detained person may also be kept separately from others even under these circumstances:
 - 1.1 when his or others health condition requires it;
 - 1.2 when this is provided by any other law;

1.3 when the convicted or detained person requests this for the purpose of personal protection and as per the permission of the director of the correctional institution;

1.4. to ensure the integrity of the investigation of any disciplinary matter;

1.5 if that person presents a serious threat to order in the correctional institution.

2. Separation from convicted persons is carried out in accordance with the relevant provisions of the Law.

Article 18 **Placement due to infectious diseases**

A convicted person who suffers from infectious diseases or any other disease that they may easily be infected, is placed separately from other convicted persons or detainees, and the director of correctional institution decides on this matter upon the proposal of the doctor of correctional institution.

Article 19 **Room accommodation**

1. The correctional institution provides to the prisoner his own bed, mattress, pillow with slipcover, bed sheets, and one (1) blanket for summer, two (2) blankets during winter, depending on heating.

2. Convicted person is provided with a small locker, namely a separate compartment in locker or separate part of the furniture for items he may keep.

3. Prisoners are required to keep tidy the room they are accommodated in, including the bed and other personal items.

4. Beds should be in order, whereas personal belongings to be placed in order in the locker for personal belongings.

Article 20 **Living space for prisoners**

1. The premises, in which the convicted person lives and works, must have sufficient space so that each convicted person has at least eight (8) square meters of space for single room and four (4) square meters for convicts in shared room, and sufficient natural and artificial light for work, reading, heating and ventilation.

2. Rooms should have windows with sufficient lighting, that enable entry of clean air and light which make it possible for the prisoner to read in natural light and in standard conditions.

3. Prisoners go to open air environment every day of the week not less than two (2) hours a day in the designated place according to the daily routine.
4. In special cases or for sick prisoners, with the doctor's recommendation, is allowed to stay out in open air longer than the time and schedule determined by the daily routine, after the doctor explains in writing the reasons for granting additional time in open air for the specified period of time.
5. Limiting the open-air time is done only for exceptional reasons and only with order of the director of Correctional Institution.

Article 21 Clothing

1. The prisoner is entitled to, free of charge, underwear, clothes, and shoes suitable for local climate and season of the year.
2. In special cases, when the convicted person, does not have and cannot obtain personal clothes, the correctional institution is obliged to provide him underwear, clothes and shoes that correspond to climate conditions and season of the year.
3. The convicted person may receive clothes through visits and return other excess clothes he had in the room in order not to have too many piled up.
4. List of allowed clothing items for convicted persons is determined by the director of Correctional Institution.
5. The convicted person may receive clothes from visitors as needed. The clothes shall be in accordance with the room standards. The clothes must be searched by the responsible staff in the presence of visitor for security reasons.
6. Convicted persons who do not have family visits are allowed to receive clothes through mail. The package shall contain complete data of the person who sent the package, otherwise it will not be accepted by the Correctional Institution.
7. Clothes for prisoners with the same colour as staff uniform, or those clothes that pose risk to the Correctional Institution and are hard to control, are forbidden.

Article 22 Daily schedule

All daily activities are determined and performed based on the daily routine approved by the director of correctional institution.

Article 23
Introduction with house rules

1. Upon admission, the correctional institution is obliged to provide conditions whereby convicted person is introduced, in written, with his rights and duties while serving the sentence. Illiterate convicted persons are informed verbally and if possible, in a language that the convict understands.
2. Law on the Execution of Criminal Sanctions and this Administrative Instruction are available for convicted persons during the whole time of their imprisonment.
3. Upon the request of a convicted person or detainee, they may be enabled to familiarize with Criminal Code of Republic of Kosovo, Juvenile Justice Code and Criminal Procedural Code.
4. Upon request of a convicted person, copies of Codes from paragraph 3 of this Article will be available at any reasonable time. Upon admission in correctional institution, each convicted person will be provided with information in writing in the language that he understands on the manner how to obtain them.

CHAPTER III
FOOD, HEALTH CARE AND APPLICATION OF HYGIENIC MEASURES

Article 24
Food

1. The correctional institution is obliged to provide three meals a day to all prisoners, one of these meals must be warm food.
2. Prisoners are provided with healthy and sufficient food, appropriate for the age, health status, employment and season and, as much as possible, to his religious and cultural requirements.
3. The quality of the food is inspected daily by the health staff.

Article 25
Prisoners' canteen

1. Correctional Institutions provide suitable premises for the canteen which is supplied with various items according to the contract concluded between KCS and the economic operator.
2. Prisoners can buy things from the canteen at the value determined according to the relevant treatment.

3. The procedure for purchasing in the canteen is set by the Correctional Institution director, while it is managed by the official responsible for the canteen in Correctional Institution.

Article 26 **Distribution of food**

1. Food is prepared and served in certain environments for this purpose.
2. To prisoners who are ill, juveniles, pregnant women, the food is provided in accordance with doctor's recommendation.
3. Daily food norm is determined by the monthly menu
4. Prisoners shall be provided with drinking water continuously.

Article 27 **Hygiene**

1. Prisoners are provided with equipment and necessary tools for personal hygiene, such as:
 - 1.1 one (1) bar of soap;
 - 1.2. one (1) razor blade which shall be kept in the correctional officers' room, unless otherwise decided by the director of the Correctional Institution;
 - 1.3. one (1) paste and a shaving brush;
 - 1.4. one (1) plastic bottle of shampoo;
 - 1.5. one (1) toothpaste and toothbrush and
 - 1.6. one (1) comb.
2. In addition to the hygienic equipment defined in paragraph 1 of this article, the convict may also keep the following hygienic items if necessary:
 - 2.1. baby shampoo and diapers;
 - 2.2. monthly sanitary pads for women;
 - 2.3. adult diapers.
3. Each institution provides periodic cleaning services of premises, clothing and personal items, and haircutting.

4. Haircutting may be made obligatory only for special hygienic reasons, upon the request of the medical service and the order of the director of the institution.
5. Prisoner is obliged to maintain personal and general hygiene every day.
6. Prisoner is obliged to maintain hygiene of the premises in which he stays, based on the routine determined by the correctional institution.
7. Bedsheets and pillowcases are changed and cleaned at least once every ten (10) days, while blankets at least once every three (3) months. Personal clothes and underwear of prisoner shall be washed and dried in the laundry of the institution.
8. The Director of Correctional Institution ensures and undertakes measures that the rooms and common areas are clean. The walls of the internal residential buildings must be maintained and when necessary painted and disinfected.
9. Hygiene and sanitary inspection of rooms and common areas is carried out by the medical staff.

Article 28

Health Care

1. Health care is provided during the entire stay at the institution, regardless of the demands of the prisoners. The administration of the correctional institution provides the conditions, and space for health protection.
2. Equipment and medicine with medical products are provided by the Prisons Health Department of the Ministry of Health, for protection of prisoners' health.
3. The organization and functioning of the health services is done in accordance with Law on Health.
4. The correctional institution, through the relevant health institution under the Ministry of Health, provides to the convicted person health protection that is defined by law.
5. If there are no conditions for successful medical treatment of certain diseases in correctional institution level, the convicted person shall be sent to health institution where appropriate conditions exist.
6. The doctor's conclusion is recorded in the prisoner's health file.
7. Each institution has pharmaceutical health service that meets the needs for prevention and maintaining the health of the prisoners.
8. Convicted persons that are suspected or have contagious diseases are isolated immediately in special environments.
9. In institutions where women serve their sentences, there are functional special services for pregnant women and for those with nursing children.

10. The medical staff visits every day ill prisoners when they request and periodically controls all other prisoners. Medical staff immediately notifies for the diseases that require specialized treatment.

11. In cases of contagious diseases or other diseases, diagnosis and treatment of which cannot be provided in conditions of the correctional institution, prisoners are transferred to prison hospital (stationary) and when necessary, they are transferred to public institutions according to the referral level based on the Law on Health.

12. Diagnosis and treatment in these institutions is done according to the internal regulation of these institutions as defined in the Law on Health and relevant regulations for this purpose.

13. In urgent cases the correctional institution calls the nearest emergency center. When life of a prisoner is in danger, there are taken all necessary measures of urgent treatment for transfer to health institution based on the Law on Health referral level.

14. Exceptionally, in cases when the Emergency informs that they cannot respond to the request in time or that there will be delays, then the correctional institution, based on recommendations by the doctor of the correctional institution, may escort the prisoner to the nearest healthcare institution.

Article 29

Request for medical visit

1. For medical check-up, convicted person reports to the medical staff, or when they are not present, to the correctional officer of the Block. In emergency cases, after working hours, officer on duty of correctional institution in consultation with doctor and his recommendation, with approval of director, may send the convicted person for medical treatment outside of institution.

2. Reporting of the convicted person for medical check-up is made every morning to the nurse on duty, or in his absence to the officer who escort him to the prison ambulance.

3. The nurse makes the patient triage to be checked by the doctor. The doctor performs the medical visit in accordance with the principle of confidentiality and in professional ethical norms.

4. All medical data are recorded and stored in the medical file of the patient, which is confidential medical document.

5. Medical documentation brought by the convicted person in the correctional institution is sent to another correctional institution in case of transfer. On request of the convicted person, correctional institution is obliged to provide a copy of the documents on his health condition.

Article 30
Therapy

1. Doctor prescribes the therapy and determines methods of how it shall be given.
2. Convicted person is obliged to undertake all necessary measures to protect his health and hygiene as well as obey to doctor's instructions for application of treatment and prevention of infectious diseases.
3. Convicted person is obliged to apply doctor's instructions during the therapy.
4. Convicted person cannot possess or use any type of medications without doctor's knowledge, except with the doctor's recommendation and the approval of the Director of the Correctional Institution.
5. Therapy in the blocks is provided by medical personnel in the presence of correctional officers.

Article 31
Dental services

1. All prisoners have the right to receive basic dental services by a dentist in the medical units of the correctional institutions.
2. For basic dental services that are not performed in these ambulances, referral is made to the public institutions, in accordance with the Law on Health.
3. For specialized dental services which are not offered in public institutions, upon prisoner's request, and on the basis of medical recommendation, and approval by the Director of correctional institution, the prisoner may be sent for treatment in private institutions, possibly in the nearest town to the correctional institution.
4. The transport is done by the correctional institution with correctional officers and in specific cases with medical staff.
5. Medical treatment of prisoners outside of healthcare institutions of the correctional and public institutions, with regard to certain expenses, is done in accordance with Law on Health Insurance.

Article 32
**Medications, supply and their
distribution**

1. Following medical visit, doctor of the correctional institution or a specialist doctor depending on type of illness, prescribes necessary medications which are logged in the medical file and necessary medications are prescribed.

2. Treatment with the medications is done from ambulance of the correctional institution whereas the distribution from medical staff.

3. In cases of lack of medications in correctional institution, or with special request for medication with commercial name, prisoner has the right to purchase medications, on his own expense, or receive from family members or other persons. Medications accepted for the prisoner are delivered to the health personnel, before use they must be checked by the doctor of the correctional institution, who prescribes the therapy according to the instructions of the specialist, who prescribed the medications and determines the way of storing the medications.

Article 33

Medical quarantine

1. In cases of contagious diseases, the doctor decides to quarantine the prisoner, keeping him under constant control, and the director of the correctional institution is immediately notified of the situation.

2. If found that the prisoner is infected with an infectious disease, the room is disinfected, whilst the prisoner is quarantined in a special premise or sent to the prison hospital for specialized treatment.

3. The doctor decides to end the quarantine when the reasons to place him there cease to exist.

Article 34

Transfer to the Hospital Center of the correctional institution and other public health care institutions

1. Transfer of an ill prisoner to the Hospital Centre of the Correctional Institution or other public health care institutions, is carried out by correctional officers, and in exceptional cases accompanied by medical staff of the correctional institution.

2. The prisoner is referred to the prison medical unit, institution for the treatment of persons with special needs or in public health care institutions in accordance with the indications and doctor's recommendations.

3. The manner of transport of the prisoner to healthcare institutions is done based on medical needs and specific indications.

CHAPTER IV
MANNER OF FULFILMENT OF RELIGIOUS NEEDS

Article 35
Fulfilment of religious needs

1. Prisoners have the right to religious belief and practicing religion. Correctional institution will provide special premises for practicing religion.
2. Prisoner may receive representatives of religious communities to fulfil his religious and spiritual needs. Visits take place in visits area or in the special premises for that purpose if such premises are available in that correctional institution.
3. Visits from paragraph 1 of this Article, are done under supervision of authorized person from correctional institution.
4. If correctional institution doesn't have special premise for fulfilment of religious needs of convicted persons, the convicted person can perform his religious practice (prayer) in his room.
5. In cases from paragraph 1 of this article, there shall be no breach of order, discipline, and general security of the correctional institution or offending religious or national feelings of convicted persons or detainees.

CHAPTER V
CORRESPONDENCE, RECEIVING VISITS AND PARCELS

Article 36
Correspondence

1. Convicted person enjoys the right to correspondence.
2. Convicted person enjoys the right to privacy of letters and other means of communication.
3. Letter or mailed parcel may be opened if there is grounded suspicion that there is any prohibited item.
4. Convicted person is allowed to be present when opening the letter or other mail parcel sent to him, or by him, in accordance with paragraph 3 of this article. In cases when he is not present, he should be informed immediately. When opening of the letter, or other mail parcel is done in accordance with paragraph 3 of this article, the content is checked only as much as necessary to conclude if the letter or the mail parcel contains something which is not allowed.

5. Director of institution may issue a written decision for authorizing opening or reading of the letter or other mail parcel as the least possible intrusive measure, if there is grounded suspicion that inside is evidence on:

5.1 an action that could compromise the security of correctional institution or some other person;

5.2 criminal offence, or a plan to commit a criminal offence, or

5.3. opening or reading of the letter or mail parcel is the least possible intrusive measure in those circumstances.

6. When the letter, or the mail parcel is opened and read in accordance with paragraph 5 of this article, the director of correctional institution immediately informs in written the convicted person regarding reasons for such action and gives him the possibility to give clarifications regarding that, except for cases when that information would negatively influence in an ongoing investigation, in this case the convicted person is informed about the reasons, and he is given the possibility of clarifications regarding that when the investigation is over.

7. Letter, or mail parcel which was opened and read in accordance with paragraph 5 of this article, may be seized if the security of the institution or any other person is at risk. In such case the convicted person is informed immediately and, in case of seizing the letter, or of the mail parcel, he is informed about its content up to the necessary extent.

8. The seized letter is handed over to the convicted person as soon as the basis for its seizure do not exist any longer, and latest until the end of serving the sentence, except if the competent court decided otherwise. Appeal against the decision can be filed to the competent court. The appeal does not delay the execution of the decision.

9. Letters and other mail parcels that the convicted persons address to the Ombudsperson are not checked.

Article 37 **Administration of Correspondence**

1. The Correctional Institution assigns an official who is responsible for receiving and managing prisoners' correspondence by placing it in a sealed envelope in an adequate post office box.

2. If the convicted person wants to deliver a submission which is to be received within a certain deadline, he shall deliver it to the person in charge of the staff of the correctional institution, who in turn should confirm the receipt date by indicating it in the envelope or in cases when it is handed over without an envelope by marking the submission.

Article 38 **Addressing submissions**

1. Prisoners may send submissions that are addressed to the management of the correctional institution, Kosovo Correctional Service, court, or other state bodies without envelopes and

without stamps, whereas their correspondence with all other addresses are to be placed in an envelope and stamped.

2. Official person of the correctional institution who receives the submissions that are addressed to the management or administration of the correctional institution must write down the receipt date, sign it and hand it over to the person in charge of the mail delivery.

Article 39 **Correspondence with lawyer**

Detained and convicted person may communicate with his lawyer without restriction and without supervising the content of correspondence.

Article 40 **Correspondence with Ombudsperson**

1. Correspondence with Ombudsperson Office is confidential which means that it should not be checked by any means:

2. Ombudsperson has the right of correspondence with the detainee or the convicted person at any time without advance notification.

3. Ombudsperson has placed boxes for complaints and submissions in each Correctional Institution which can only be opened by the staff of this institution.

4. The Correctional Institution provides unimpeded access to the prisoner for realizing the right to submit complaints and requests in the Ombudsperson's box.

Article 41 **Information**

1. Convicted persons in correctional institutions have the right to information.

2. The convicted persons should be informed on the rules of the institution, as well as any other act regarding their rights and obligations while serving the sentence.

3. The convicted persons are given the possibility to read literature, press, as well as follow media and are provided with the possibility to buy daily newspapers and magazines with their own means, through the canteen.

4. The Correctional Institution may limit access to information in accordance with Article 86 (paragraph 5) of the Law.

Article 42
Visits and search of visitors

1. The convicted person has the right to receive visits at least once a month for a duration of at least one (1) hour. The extension of the visits will be determined depending on the treatments in which the prisoner is placed.
2. The prisoner has the right to be visited by his/her spouse, child, adopted child, parents, adoptive parents, and other direct or indirect blood relatives up to the fourth degree, as well as by other persons with the permission of the Director of Correctional Institution.
3. Prisoners can also be visited by official persons authorized according to the legislation in force.
4. Prisoners who are in a close family relationship with each other can make visits from one Institution to another, at their request upon recommendation of directors of Correctional Institution and with the approval of the Director General.
5. The Correctional Officer must search all visitors. Searching of visitors is done by the official of the same gender.
6. Search is done by using technical security equipment and by frisking.
7. The visit is carried out on the days and time according to the order determined by the director of the correctional institution.
8. In the event that the institution or the health, the life of the imprisoned persons, the staff is at risk of an epidemic, the director of the correctional institution may temporarily ban all visits and notify the Director General of the Correctional Service. Convicted persons, at the expense of the correctional institution, will be able to inform family members about the banning of visits.
9. Persons who come to visit the convicted person must be in the list of visitors in the prisoner's file, who are allowed by the authorized official of the correctional institution.
10. If the prisoner or the visitor uses the visit in a way which may be damage the course of the criminal proceedings or with his own behaviour disrupts the discipline and general security, the authorized official of the correctional institution who performs the supervision will terminate the visit.

Article 43
Visitors

1. Only persons who are on the prisoner's visitor list or those authorized by the court and the Director of the Correctional Institution are allowed to visit the prisoner.
2. The visits of detainees are enabled with the permission of the Court in accordance with the order and schedule determined by the director of the Correctional Institution.

3. The data of the permitted visitors must be recorded in the visitor's card, which must also be recorded in the database.

4. Before visiting a convicted person, the visitors must deposit all the possessions they have with them in a locker. They must lock the locker with the key they receive when they arrive for the visit and must return it when they leave.

5. The convicted person who wants to give personal belongings or any other item to visitors must first submit those things for inspection inside the unit.

Article 44 **Prohibition of Visits**

1. Director of correctional institution is responsible to prohibit visits for justifiable reasons.

2. Reasons for temporary prohibition of visits are as follows:

2.1. In case there is information that the prisoner or the visitor may endanger the safety of the institution or of the visitors during the visit;

2.2. In case there is information about planning or committing any criminal offense;

2.3. In case the visitor attempts to smuggle contraband into the institution.

2.4. Visits that pose a threat to the physical and mental health of the prisoner and the visitor.

2.5. In cases where it is proven that he has committed previous violation of the visiting rules.

2.6. In any other case which may pose a risk to the institution or to the visitors.

3. The Director of Correctional Institution by decision determines the duration for the prohibition of visit depending on the reasons for which it was prohibited.

4. The director of the Correctional Institution must inform the prisoner and the visitor about the reason for the prohibition of the visit.

5. Prohibiting a visit is not considered a disciplinary measure.

Article 45 **General suspension of visits**

1. The director of the Correctional Institution, after notifying the Director General of Kosovo Correctional Service, generally suspends visits for all prisoners when the security of the institution is endangered and if there is no other restrictive alternative available.

2.The general suspension of visits must continue for as long as the risk persists.

3.In case of the occurrence of any epidemiological disease in the country, in order to prevent the spread in the Correctional Institution, the Director of the Correctional Institution in coordination with the Director General temporarily suspends visits.

Article 46 **Stay in special premises**

1. The convicted person has the right at least once in three (3) months to stay with his/her spouse and children for at least three (3) hours in the special premises of the correctional institution.

2.The special premises of the correctional institution must be sufficiently wide, heated, lit, with necessary furniture, bathroom and adapted for the stay of persons and with necessary protective equipment.

Article 47 **Beneficiaries of the right to spend time in special premises**

1.The convicted persons enjoy the right to spend time in special premises.

2. Persons who are entitled to visits in special premises are the spouse and children of the convicted person.

Article 48 **Procedure for carrying out visits to the special premises**

1. All convicted persons shall be informed in writing by Correctional Institution about rights, requirements and rules which are to be fulfilled by convicted persons regarding allowing or rejecting the possibility for spending time in special premises.

2. Convicted person shall submit a request in writing to Correctional Institution authorities for spending time in special premises.

3. The certificate issued by the competent body (civil status office) must be attached to the request, which proves the existence of marriage or extramarital union, while for children, the birth certificate/extract or the certificate of family union must be provided.

4. Professional commission shall review the request and recommend the director whether to approve or reject convicted person's request for spending time in special premises.

5. After the review of Professional Commission's recommendation, director of correctional institution shall take a decision regarding convicted person's request.

6. In case of request refusal, the convicted person has the right to appeal as per correctional institution appeal procedures.

Article 49

Rules during visits in special premises

1. Visitors in special premises shall follow the following rules:

1.1. Special area is to be used in good faith by both convicted person and visitors;

1.2. family visits are limited to inside correctional institution special premises only;

1.3. visitors shall not be allowed to leave the area and come back again during the allocated visits time;

1.4. visitors shall strictly follow the visits time allocated by correctional institution.

Article 50

Food during visits in special premises

1. Convicted persons and visitors may eat food in special premises.

2. Food is provided by Correctional Institution canteen, whilst costs are covered by convicted person.

Article 51

Cleanliness in special premises

Correctional Institution shall provide hygienic-sanitary conditions and possibly there should be toys for kids in the special premises.

Article 52

Phone calls

1. A convicted person has the right to make phone calls and communicate in other forms of electronic communication provided by the correctional institution.

2. Convicted persons may make phone calls to close family members and other persons. Phone calls shall take place in phone booths installed at particular places in correctional institution.

3. Convicted persons will make phone calls according to an arranged schedule.
4. Convicted persons cannot receive calls in correctional institutions, unless in extraordinary circumstances (death or serious illness of close family members or in other reasonable grounds).
5. Convicted person's or detainee's phone call shall not last more than fifteen (15) minutes, and the number of calls will be determined based on treatment.
6. Detainees are allowed to make phone calls based on the permission from the court for the relevant numbers, in accordance with the treatment.

Article 53 **Receiving food parcels**

1. The convicted person has the right to receive parcels containing food items once (1) every three (3) months, provided that these food items are not served from the kitchen and are not bought in the canteen in Correctional Institutions.
2. The food parcel is received through the family visit. The maximum weight of the parcel should not be more than three (3) kilograms.
3. The food parcel is used by the convicted person to whom it is dedicated to and cannot be used by other persons. The food is consumed during the family visit.
4. Parcels are checked by the correctional officer in the presence of the sender.
5. The parcel deliverer signs the parcel delivery form and is held responsible for any health risks that may come from the food he has brought from outside.
6. If items that are served in the kitchen and found in the canteen are brought in parcels will not be accepted.
7. Items that pose a risk to order and security in Correctional Institution and are difficult to be searched are prohibited.
8. Food parcels are not accepted through the post.
9. This article does not apply to detainees.

Article 54 **Compensation for the work done**

1. Prisoner is entitled to monthly remuneration for the work done.
2. The monthly remuneration is set in proportion to the time and quality of the work performed.

3. Categorization of work profiles and the remuneration for the work performed is set by a decision of the Minister.

4. The prisoner may retain 70% of the remuneration for the work done, while the remaining part is saved in the personal saving account.

5. Prisoners who work outside Correctional Institution can use their financial means under conditions according to the amount allowed for purchases in canteen.

6. Director of Correctional Institution may allow spending of funds from the savings account if they are indispensable for the convicted person or his family.

CHAPTER VI TYPES OF CONDITIONS AND MANNER OF USE OF BENEFITS

Article 55 Types of benefits

1. For good behaviour, engagement in work, and implementation of sentence plan, Director of Correctional Institution, upon receiving a recommendation of the multidisciplinary team, may grant the following benefits to a convicted person:

1.1. The convicted person may be granted one (1) extra visit a month for accepting visits from a wide circle of people as well.

1.2. Receiving visits at correctional institution in the presence of supervisors, but without being heard by them.

1.3. A convicted person may be granted one (1) extra visit in special premises with his/her spouse.

1.4. A convicted person may be granted one (1) extra visit in special premises with children and parents.

1.5. A convicted person can use the regular leave outside a correctional institution for a maximum of fourteen (14) days a year.

Article 56 Criteria for granting benefits

1. Leave outside Correctional Institution up to fourteen (14) days within one year by a convicted person can be used only after serving one half (1/2) of the prison sentence.

- 1.1. The use of leave outside the Correctional Institution is done according to the plan for the use of leave, which is approved by the Director General Director of Kosovo Correctional Service.
2. A convicted person who is subject of other court proceedings also a convicted person who is expected to be transferred or extradited is excluded from the possibility of using benefits.
3. Benefits provided under this Instruction cannot be used outside the territory of the Republic of Kosovo. Exceptionally, the use of leave outside the territory of the Republic of Kosovo may be allowed if there are interstate agreements on this matter
4. A convicted person shall be on advanced treatment and shall not have any disciplinary measure for serious violation in the last year and minor violation in the past six (6) months.
5. A convicted person shall not be classified as high and top risk
6. General criteria set forth for the implementation of regular visits also apply to the benefit of extra visits defined in article 58, paragraph 1, sub-paragraphs 1.1, 1.2., 1.3 and 1.4 of this Instruction.

Article 57 Application

1. The convicted person who applies for the first time to use leave outside Correctional Institution must submit the request thirty (30) days before he/she wants to take the leave outside correctional institution.
2. The convicted person who applies for the use of leave outside the Correctional Institution after the first time, submits the request fifteen (15) days before he/she wants to take the leave outside the correctional institution.

Article 58 Granting Authority

1. Director of Correctional Institution shall decide whether the leave outside correctional institution is granted to a convicted person.
2. Director of Correctional Institution decides on granting the leave outside correctional institution by considering the following factors:
 - 2.1. the criminal offense for which the convicted person is serving the prison sentence;
 - 2.2. convicted person's attitude towards criminal offence;
 - 2.3. convicted person's behaviour while serving the sentence;

2.4.the potential risk not to return or the risk posed to society;

2.5.family history and family contacts of the convicted person.

2.6. obtained information which may show that the convicted person or other persons are at risk.

Article 59

Decision on the request for leave

1. When the convicted person submits a request for permission to leave for the first time, the Correctional Institution decides on the request within a period of thirty (30) days from the day of submission of the request.

2. When the convicted person submits a request for permission to leave after the first time, the Correctional Institution decides on the request within a period of fifteen (15) days from the day of submission of the request.

3. Notwithstanding paragraph 1 and 2 of this Article, in special cases when additional information is required, the Correctional Institution with the justification of the Director may postpone the deadline for another fifteen (15) days.

4.The Director of the correctional institution notifies the Operational Center of the Correctional Service and the Kosovo Police regarding the release of the convicted person outside the Correctional Institution, at least three (3) days before the release of the convicted person.

Article 60

Requirements set forth by Director of Correctional Institution

1.For granting a leave outside correctional institution, Director of Correctional Institution sets out the requirements, which shall be accepted in written form and signed by the convicted person before the request is approved.

2.The requirements set forth by Director of Correctional Institution may include but are not limited to:

2.1.refrain from participating in illegal activities and refrain from using alcohol and drugs;

2.2. restrictions as to where the convicted person can travel during leave outside Correctional Institution;

2.3. restrictions on who the convicted person can contact during leave outside correctional institution;

2.4.periodical reporting to police during leave outside correctional institution;

2.5. request for escorting a convicted person by a member of Kosovo Correctional Service or in extraordinary cases by a member of Kosovo Police.

Article 61 Annual Leave

1. A convicted person is entitled to annual leave of twenty (20) days a year.
2. The convicted person, who has worked continuously for more than six (6) months earns the right to annual leave
3. Compensation for convicted person's annual leave is determined by the relevant legislation in force.

Article 62 Use of Annual Leave

1. The use of annual leave for the convicted person is done in accordance with the provisions of the relevant law on labour.
2. A convicted person can use annual leave based on permission of director of correctional institution.
3. Prisoners spend their annual holidays in the premises of the correctional institution. During this time, they can engage in various cultural, fun and sports activities. Exceptionally, convicts can take their annual leave outside the Correctional Institution in accordance with Article 56 of this Instruction.

Article 63 Leave in extraordinary cases

1. A convicted person may be granted extraordinary leave in case of a serious illness, imminent risk of death, or death of a family member.
2. Except for paragraph 1 of this Article, extraordinary leave may be granted for serious personal or family events.
3. In order to take extraordinary leave in case of illness, family members must bring a (1) certificate from three (3) medical professionals.
4. Leave in extraordinary cases should not exceed the maximum of seven (7) days a year.
5. Director of Correctional Institution may grant a short-escorted leave to a convicted person who is not a home leave user. The duration of this escort outside correctional institution shall not be more than six (6) hours in case of death of a close family member or serious illness of a close family member.

CHAPTER VII
MAINTAINING THE ORDER AND DISCIPLINE, SYSTEM OF DISCIPLINARY
VIOLATIONS AND SANCTIONS, CONDITIONS AND METHOD OF APPLICATION
OF DISCIPLINARY MEASURES

Article 64
Violations and disciplinary sanctions

1. Discipline and order are organized to raise awareness and encourage the prisoner to behave in a correct way in order to maintain order and discipline within the correctional institutions.
2. Disciplinary measures are determined by Law and should be in compliance with the type and gravity of the violations.
3. Before initiation of disciplinary procedure, whenever possible, the bodies of the correctional institutions, give priority to the possibility of mediation to solve the disagreements between the prisoners, in order to avoid initiation of disciplinary procedure.
4. Each disciplinary measure and procedure must preserve the security interests and should be in line with protection of dignity of convicts. Disciplinary measures are implemented by respecting the personality of the convict.
5. The discipline of detained persons is also determined by the relevant provisions of the Criminal Procedure Code.

Article 65
Types of disciplinary violations

1. Disciplinary violations are classified into serious and minor violations.
2. Convicted person commits minor disciplinary violation when he:
 - 2.1. disobeys the reasonable order given by a staff member of the Correctional institution;
 - 2.2. stays in a zone which is forbidden for convicted persons without permission;
 - 2.3. demonstrates improper conduct and insults the staff member of the Correctional institution;
 - 2.4. demonstrates improper conduct and insults any person in a manner which may provoke the other person become violent;
 - 2.5. refuses, or avoids work, or fails to report at work without a reasonable ground;
 - 2.6. gets involved in gambling activities;

2.7. consciously fails to follow the written rules, which regulate the conduct of convicted persons; or

2.8. tries to commit or assists the other persons to commit one of the actions provided under subparagraphs 2.1 up to 2.7. of present paragraph.

3. Convicted person commits a serious disciplinary violation if he:

3.1. gets into a fight, assaults or threatens to assault another person;

3.2. consciously or out of negligence damages or demolishes a property which is not owned by him;

3.3. commits a theft;

3.4. possesses a stolen property;

3.5. offers, receives or gives bribes or any type of reward;

3.6. is in possession of or deals with any forbidden item;

3.7. without permission consumes dangerous narcotics, psychotropic substances or alcohol;

3.8. causes or takes part in any riot or other activity that may jeopardize the safety and security within correctional institution;

3.9. makes preparatory actions with the intent to escape;

3.10. escapes or absconds from correctional institution or fails to return without a permission.

Article 66 **Disciplinary punishments**

1. Disciplinary violations are imposed with disciplinary punishments.

2. Disciplinary punishments are:

2.1. reprimand;

2.1. temporary removal of a certain benefit;

2.2. order for compensation and

2.4. solitary confinement.

Article 67
Punishments for minor disciplinary
Violations

1. The convicted person who has been imposed a disciplinary measure for a minor disciplinary violation may be punished with one or more measures that are listed below:

- 1.1. reprimand;
- 1.2. loss of a privilege for a maximum of forty-five (45) days;
- 1.3. order for compensation from his bank account for a certain period of time.

Article 68
Punishments for serious disciplinary
violations

1. The convicted person who has been imposed a measure for a serious disciplinary violation may be imposed one of the following measures:

- 1.1. loss of benefits up to six (6) months.
 - 1.2. compensation in a value up to 100 Euros. Withdrawal from his bank account is done in rates, and the maximum monthly rate is 25 Euros.
 - 1.3. solitary confinement up to fifteen (15) days for each individual disciplinary violation.
2. Disciplinary punishments shall not consist of inhuman or degrading treatment, including physical punishments, placement in a dark cell or any other punishment that may impair the physical and mental health of the convicted person.

Article 69
Issuance of order for compensation

Order for compensation for minor and serious disciplinary violation may be imposed in addition to other punishments foreseen in the Law.

Article 70
Solitary confinement measure

1. Before imposing the order for solitary confinement, Director of the correctional institution shall receive a written opinion of the doctor, which proves that the convicted person is in good healthy physical and psychical condition.

2. The convicted person who is sent in solitary confinement as a punishment measure shall be visited by the doctor immediately after being placed in solitary. The prison doctor is obliged to notify in writing the director of the Correctional institution regarding the health and psychological condition of convicted person in solitary and gives his evaluation.
3. The director of the correctional institution, based on the doctor's evaluation, decides on the continuation or not of solitary confinement of convicted person.
4. When a period of solitary confinement is imposed on a prisoner who is a subject of a previous punishment in solitary confinement, it shall be specified whether both periods are to be served consecutively or they shall be unified.
5. If the solitary confinement measure is served consecutively, the total time of the segregation measure imposed should not exceed thirty (30) days.
6. When both confinement measures include the loss of other privileges, the lost privileges should be determined as a part of the whole sanction for the violation.
7. Convicted person shall not be placed in solitary confinement for a period of more than sixty (60) days during a calendar year.
8. If during the time spent in solitary confinement, the doctor informs the director of the Correctional institution about the deterioration of prisoner's condition, the director of the correctional institution takes into consideration this evaluation and takes necessary decision.

Article 71

Conditions in the solitary confinement rooms

1. Solitary confinement cells shall have a toilette, water, sink, sufficient natural light, bed, table, and static chair.
2. Any item considered dangerous is not allowed in the room during solitary confinement.
3. Convicted persons in solitary confinement are entitled to:
 - 3.1. the same hygienic and health conditions as other convicted persons have;
 - 3.2. a closed visit by his/her wife/husband or other family members for a period of fifteen (15) days;
 - 3.3. access to books and reading material; and
 - 3.4. staying outside of closed environment at least 1 hour per day.
4. Convicted person in the solitary confinement shall be visited by a medical staff on daily basis and by Director of the correctional institution once in seven (7) days, when needed, even more often, while the social officer at least once in 3 days.
5. The disciplinary measure of solitary confinement cannot be imposed on a juvenile convict.

CHAPTER VIII
ORGANIZING CULTURAL, EDUCATIONAL SPORT AND ENTERTAINING
ACTIVITIES

Article 72
Organizing activities

1. Correctional institution organizes cultural, educational, sport and entertaining activities for reintegration and re-socialization of convicted persons into the society in accordance with the program and treatment regime provided by legislation.
2. For implementation of activities provided under paragraph 1 of the present article, correctional institution shall provide spaces and necessary equipment.

Article 73
Participation in activities

Activities process also includes group treatment programs for convicted persons, by giving them the opportunity to take part in various activities of the institution that shall help them develop the sense of responsibility, self-confidence and shall encourage their interest in education, professional building, cultural, sport and working activities.

Article 74
Library service

1. Each correctional institution shall have a library to be used by all prisoners.
2. Library service is organized and monitored by responsible staff, who maintains and enriches the library, distributes the literature, and spreads the knowledge and culture.
3. Scientific, cultural, and artistic pluralism shall be taken into consideration in the selection of the literature.
4. Each library within a correctional institution shall possess literature about convicted person's rights and treatment, basic penal legislation, criminal procedure and treatment of convicted persons

Article 75
Social Care

1. Human treatment of prisoners shall be done in accordance with capacities, education, socio-economic situation, trends and skills they have.

2. In order to achieve the social rehabilitation of prisoners, correctional institution shall make available all suitable sources, by providing the moral support, vocational trainings, schooling, physical education, development of social skills, counselling, participation in joint activities and by encouraging positive contacts with the outside world in order to expand the post release perspective of social reintegration.

Article 76 **Education**

1. In compliance with the applicable law, convicted person is entitled to primary and secondary education.

2. Correctional Service is responsible for setting up the location and infrastructure where the learning process will take place.

3. The respective Ministry of Education is the responsible authority for primary and secondary education in the correctional institution.

Article 77 **Vocational Trainings**

1. Vocational trainings for convicted persons are organized in correctional institution.

2. Lessons in these courses are provided inside or outside correctional institution by professionals who are selected and authorized by the Kosovo Correctional Service.

3. Convicted person is encouraged to attend the courses of vocational trainings. Attendance of vocational trainings takes place during the working hours. Convicted person that is not engaged in working activities due to the attendance of vocational trainings is entitled to compensation.

CHAPTER IX **RELEASE OF CONVICTED PERSONS**

Article 78 **Preparation of Convicted Persons for Release**

1. In compliance with basic principles, correctional institution shall, since the beginning of the prison sentence, take actions for preparation of the convicted person for the post release life.

2. Taking into consideration the prison sentence duration and re-socialization opportunities, the competent officers shall, during the imprisonment and not later than six (6) months prior to

convicted person's release, take measures to develop a special treatment program prior to release.

3. Respective staff of the correctional institution shall communicate and discuss with the convicted person about the problems he may encounter after the release as well as possibilities to solve them through a cooperation with respective institutions of the convicted person's place of residence.

4. In order to implement this process, staff of the correctional institution shall cooperate with other authorities, different interested associations, Probation Service and in particular with those entities whose focus of activities are social, family and employment issues.

Article 79 **Release of Convicted Person**

Director of the correctional institution shall issue a discharge paper for the release of the convicted person. For convicted persons who have no financial means and no clothing, director of the correctional institution may issue an order to provide him with financial means and clothing, depending on family's economic situation, financial status in his bank account, distance of his/her place of residence from the correctional institution.

Article 80 **Complaints and submissions**

The Correctional Institution provides the prisoner with the right to complaints and submissions in accordance with Article 90 of the Law.

CHAPTER X **FINAL PROVISIONS**

Article 81 **Abrogation**

1. Upon entry into force of this Administrative Instruction the following shall be abrogated:

1.1 Administrative Instruction MoJ-No. 07/2015 on House Rules in Correctional Institutions.

1.2 Administrative Instruction MoJ-No. 05/2014 on Hygienic and sanitary conditions for convicted persons.

2. With the entry into force of this Administrative Instruction, any other provision of the sub-legal acts that is in conflict with this Administrative Instruction is abrogated.

Article 82
Entry into Force

This Administrative Instruction shall enter into force seven (7) days upon publication in the Official Gazette.

Albulena Haxhiu

Minister of Justice

15/09/2023