

# ALENÇON - CONDÉ SUR SARTHE

## PENITENTIARY CENTRE



### Welcome booklet for families

*Central Prison Units (CPU) and  
Radicalisation Management Unit (RMU)*



# Penitentiary Centre Contact Details:

## Postal address

Route du Pont Percé - RD112  
BP850  
61041 ALENCON CEDEX

## Telephone

02 50 51 10 00

## Accessibility

*By car*

*By train to Alençon train station*



# 1. MAINTAINING TIES

## a. Applying for a visitor permit

Only persons with a visitor permit are allowed to visit a detainee.

Visitor permits are issued by:

- The Centre Manager for convicted detainees.
- The Investigating Judge for people on remand.
- The Chief Public Prosecutor of the Court of Appeal for persons who have lodged an appeal.

### LIST OF DOCUMENTS THAT EACH PERSON SUBMITTING A REQUEST FOR A VISITOR PERMIT MUST PROVIDE

<i>Double-sided photocopy of ID card</i>
<i>2 identical passport photos with last name and first name written on the back</i>
<i>Proof of address</i>
<i>A sworn statement in the event of hosting by a third party, or in respect of a child</i>
<i>A photocopy of the family booklet</i>
<i>2 identical passport photos with last name and first name written on the back for each child</i>
<i>One letter requesting a visitor permit per person, including details of the link to the detainee and the last name, first name, address and telephone number of the applicant</i>
<i>A stamped envelope for the reply</i>

Once the visitor permit has been accepted, the applicant will receive a reply.

## b. Visiting a relative

The number of visitors is limited to 5 (maximum 3 adults)

Children must be accompanied by their parents or a person with parental authority.

Appointments must be made by telephone on:

**0800 717 096**

(10 AM to 11 AM, Mondays and Wednesdays) Or

online via the NED family portal

You will find the necessary information at

<http://accueilfamilles.fr/>

### Times

	FRIDAY	SATURDAY	SUNDAY
Adapted Care Unit	8:30 AM – 9:30 AM 10 AM – 11 AM 1:30 PM – 2:30 PM 3 PM – 4 PM 4:30 PM – 5:30 PM	8:30 AM – 9:30 AM 10 AM – 11 AM 1:30 PM – 2:30 PM 3 PM – 4 PM 4:30 PM – 5:30 PM	8:30 AM – 9:30 AM 10 AM – 11 AM 1:30 PM – 2:30 PM 3 PM – 4 PM 4:30 PM – 5:30 PM
Central Prison Unit	2 PM to 3:30 PM or 4:15 PM to 6:15 PM Or extended from 2 PM to 6:15 PM	2 PM to 3:30 PM or 4:15 PM to 6:15 PM Or extended from 2 PM to 6:15 PM	2 PM to 3:30 PM or 4:15 PM to 6:15 PM Or extended from 2 PM to 6:15 PM
Isolation Unit	2 PM to 3:30 PM or 4:15 PM to 6:15 PM Or extended from 2 PM to 6:15 PM	2 PM to 3:30 PM or 4:15 PM to 6:15 PM Or extended from 2 PM to 6:15 PM	2 PM to 3:30 PM or 4:15 PM to 6:15 PM Or extended from 2 PM to 6:15 PM
Disciplinary Unit	2 PM to 3:30 PM or 4:15 PM to 6:15 PM	2 PM to 3:30 PM or 4:15 PM to 6:15 PM	2 PM to 3:30 PM or 4:15 PM to 6:15 PM
Radicalisation Management Unit	9:30 AM to 11 AM	9:30 AM to 11 AM	9:30 AM to 11 AM

Detainees in the Adapted Care Unit, Central Prison Unit, Radicalisation Management Unit and Isolation Unit are entitled to three visits per week.

Only detainees in the Disciplinary Unit are only entitled to one visit per week



## In the visiting room...

*What is prohibited:*



- *Smoking is strictly prohibited*
- *It is forbidden to behave indecently or to engage in obscene acts in full view of others or acts that are likely to shock.*
- *It is forbidden to bring food, drinks (there is a vending machine that families can use outside the visiting room), or any illicit substances.*
- *It is prohibited to give any money, letters or any other items to detainees*

*What is allowed:*



- *You can bring clothing or authorised items (see section 2 below for more details)*
- *You can leave with the dirty laundry of the detainee you visited.*
- *You may (upon authorisation granted by the centre manager) bring the detainee documents to be signed.*

### *c. Visiting a loved one in a Family Living Unit*

*Access to family living units is decided by a multidisciplinary committee. This is subject to the conducting beforehand of a regular visit with the detainee concerned, and their not being authorised to leave.*

*Family Living Units may be accessed from Monday to Sunday inclusive. Their duration can vary from six hours to 48 hours (six hours, 24 hours, 48 hours) Once a year, the duration can be extended to 72 hours.*

*Mandatory entrance times:*

*– 9 AM, 11 AM, 3 PM or 5 PM*

*Persons with a visitor permit may apply for a Family Living Unit by submitting a written request either by post or by email:*

**[bgd.cp-alencon-conde-sur-sarthe@justice.fr](mailto:bgd.cp-alencon-conde-sur-sarthe@justice.fr)**

**Detainees, on the other hand, must formulate a request.**

### Conditions of the visit:

- The number of persons in the flat may not exceed 4 (including the detainee)
- The detainee must have the necessary food for the duration of the visit
- Visitors must make an appointment with the visiting room booking service at least one month prior to the scheduled visit.
- Visitors and detainees must agree to be subject to the control measures provided for in the Code of Criminal Procedure.
- Visitors must arrive one hour before the visit with a form of ID.
- The premises are inspected jointly on entry and exit from the Family Living Unit.
- Management provides the laundry (sheets, towels, cloths...) and cleaning and hygiene products (toilet paper)



### **In a Family Living Unit...**

What is prohibited: (not an exhaustive list)



- Animals
- Alcohol and food
- Money (as well as chequebooks and/or credit cards)
- Laptops, touch tablets and mobile phones
- Games consoles, electronic games
- Radios and CD players
- Tape recorders and personal music players
- Cameras
- Knives and sharp objects.
- Aerosol cans
- Perfumes
- Narcotics and any other illicit items
- Glass containers (cosmetics, bottles, etc.)

What is allowed:



- Products intended for the feeding and care of young children (small pots, nappies, powdered milk, etc...)
- Your child's soft toy

- Prescribed medicines (Quantity will depend on the duration of the Family Living Unit visit)
- All objects strictly necessary for the Family Living Unit visit and which are compatible with security requirements.

d. Sending letters

*Mail is delivered and collected every day except on weekends and public holidays. When you write to a detainee, to ensure that your mail gets to them, address your letters as shown below:*

*Last Name/First Name/Prisoner Registration Number  
Alençon Condé-sur-Sarthe Penitentiary Centre  
BP 850  
61041 ALENÇON cedex*

*What is allowed: (Article A40-2 of the Code of Criminal Procedure)*



- Your letters may be any format you wish, provided they are no larger than 29.7 cm x 42 cm (A3 format) for 2 kg.
- Stamps, stationery and envelopes
- Drawings
- All documents pertaining to family life and enabling parental authority to be exercised

*What is prohibited:*



- Jewellery
- Medicines and pharmaceutical products
- Money (cash, means of payment, currencies)...

**Bear in mind that all letters are checked by management.**

e. Communicating by telephone

*Detainees have access to telephone booths, which are located on each floor, as well as a phone in their cell so they can call you while they are in prison.*

*Each detainee may have a list of 40 registered numbers.*

*For your number to be added to your detained loved one's list, you must send them **a telephone bill less than 3 months**. They must then attach this to their application letter and send it to the relevant service.*

*If you wish to have your number removed from the detainee's list, you must send a letter with a copy of your ID.*

#### *f. The SPIP (Probation and Rehabilitation Service)*

*At each prison, the SPIP's mission is to help prevent the demotivating effects of imprisonment on those detained, to promote the maintenance of social ties and to help them prepare for their social reintegration.*

*The Probation and Rehabilitation Advisers support detainees through the process of serving a sentence:*

- *They help with the judicial decision: they propose sentencing measures to the sentencing judge, depending on the convicted person's circumstances.*
- *They help prepare for release from prison: the aim is to facilitate the prisoner's access to integration and common law schemes (housing, care, training, work)...). To this end, the probation and rehabilitation personnel at the centre foster and coordinate a network of institutional and charity partners.*
- *They provide the help needed to maintain family ties.*
- *They pay particular attention to issues such as poverty, illiteracy and drug addiction.*
- *They facilitate access to culture for detainees, by scheduling activities tailored to the prison environment*

*The Probation and Rehabilitation Advisers are reachable when they are not in interviews.*

*Here are their contact details: [alip.alencon@justice.fr](mailto:alip.alencon@justice.fr)*



## 2. DROPPING OFF PERSONAL BELONGINGS

### a. Dropping off items

#### ❖ *Procedures for handing over items*

*Relatives of a detainee can drop off personal belongings for them once a week, whether or not they have a visitor permit, in keeping with the proper running of the centre.  
This provision shall be subject to prior authorisation to be granted by the centre manager*

#### *Authorised items:*



- *Shoes: 3 pairs per year*
- *DVDs or CDs: 3 per month*
- *Magazines*
- *Books*
- *Medical equipment (subject to advice from the health unit)*

#### *Prohibited items:*

- *Products containing alcohol*
- *Products in aerosol spray cans*
- *Medicines and pharmaceutical products*
- *Food (except parcels for religious holidays)*
- *Plants*
- *Animals*
- *Narcotics*

### b. Dropping off laundry

#### ❖ *Procedures for handing over laundry*

*At the time of the visit, the detainee can have their dirty laundry handed over to their visitors and get, in exchange, clean laundry. Persons with a visitor permit may only drop off laundry when they are visiting.*

*Persons without a visitor permit must submit a prior written request to the Centre Manager.*

**The items must be placed in a medium-sized bag bearing the last name and prison registration number of the detainee for which they are intended. A list of the items should be placed inside the bag.**

**Authorised clothing items:**

COAT OR WINDBREAKER
JACKET
BEANIE HAT (not lined)
GLOVES (not leather, not lined)
BELT (no large buckles, leather or elastic belts)
PYJAMAS
DJELLABA
PRAYER CARPET (maximum length 120 cm, without compass)
BATH TOWEL (maximum length 120 cm)
FLANNEL
CLOTH HANDKERCHIEF
PAIR OF SHOES
BRIEFS, BOXER SHORTS
TEE-SHIRT OR POLO NECK
TROUSERS OR SHORT TROUSERS
PULLOVER OR SWEATSHIRT
SHIRT
SPORTS CLOTHING (BOTTOM)
SPORTS CLOTHING (TOP)
SPORTS SHORTS

**Prohibited clothing items:**

- *Outfits that can be confused with any uniform*
- *Khaki-coloured outfits and/or camouflage prints*
- *Clothing items with hoods*
- *Leather or excessively thick clothing items*
- *Metal shoes*
- *Belts made of fabric with a large detachable buckle*
- *Any effects which might trigger the manual metal mass detector*

c. *Sending packages*

- *During the year*

*You can send clothing and/or parcels containing stationery items for writing letters to the detainee. To do so, the detainee must seek prior authorisation from the centre management. The list of items in the package must be drawn up on this authorisation request.*

## Prison management

### BRINGING AN END-OF-YEAR PACKAGE TO A RELATIVE IN PRISON

**no**

**yes**

Le poids total du colis (transmis en 1 ou, sur autorisation exceptionnelle du chef d'établissement, 2 paquets) ne doit pas dépasser 5 kg.

Si vous apportez le colis directement à l'établissement, renseignez-vous au préalable sur le contenant autorisé (sac de type «sac de linge parloirs», etc.)

Mettez dans le colis la liste de tout ce qu'il contient, avec le nom de la personne détenue, son prénom et son numéro d'écrou. Précisez votre nom et prison en bas de votre liste. Soyez attentif aux emballages, ils sont très exigeants !

**QUI PEUT APPORTER UN COLIS ?**

- Les personnes qui ont un permis de visite permanent.
- Si vous n'avez pas de permis de visite, vous pouvez cependant exceptionnellement solliciter l'autorisation du chef d'établissement qui pourra alors vous délivrer une autorisation si la personne détenue ne reçoit pas de visite. Prenez soin de faire votre demande à l'avance pour que le chef d'établissement ait le temps de vous répondre.
- Un visiteur de prison.
- Une association disposant d'une autorisation d'accès à l'établissement.
- Un aumônier agréé.
- Un représentant consulaire.

Une association disposant d'une autorisation d'accès à l'établissement et proche du lieu de détention peut perfectionner un colis à partir des données et objets autorisés que vous lui renvoyez ou à partir d'une somme que vous lui transmettez à cette fin ; cette somme ne peut pas excéder 50 Euros.

**CE QUE VOUS POUVEZ METTRE DANS LE COLIS**

Il faut que les produits puissent rester à l'air libre, choisir des aliments qui se conservent facilement.

Emballer les aliments dans des boîtes en plastique hermétique ou des sachets plastiques (type sachets de congélation) fermés avec des attaches de ce type sans métal.

Nécessaire d'écroulier, Livres, Agents, Linge de toilette, Photos, dessins d'enfants.

En application de la note JUSK144027N du 17 novembre 2014 relative aux dispositifs des IRAS de fin d'année et de la circulaire JUSK114802C du 29 février 2012 relative au maintien des liens extérieurs des personnes détenues par les visites ou l'envoi et la réception d'objets.

Les bénévoles et les prestataires de l'accueil des familles, ainsi que les surveillants des parloirs, peuvent vous renseigner.

- On religious holiday

You may bring in a package weighing no more than 5 kg on religious holidays. The terms and conditions are as follows:

### 3. TRANSFERRING MONEY

You may send money to a detainee by bank transfer.

Upon receipt by the custodian of the penitentiary centre's individual accounts, it takes an average of 3 to 4 working days between the transfer order being submitted and the money being paid into the detainee's registered account.

Here is the information that needs to be shown on your bank transfer order:

- Sender's name
- Recipient's name
- Recipient's prisoner registration number

Your transfer must be sent to the account of the Condé-sur-Sarthe penitentiary centre, the details of which are as follows:

Account holder		Alençon Penitentiary Centre - Condé sur Sarthe Custodian of prisoners' personal accounts Route du Pont Percé BP 850 61041 ALENCON Cédex	
Bank address TPPALENCON			
Bank code	Branch code	Account no.	Bank
10071	61000	00001005743	15
IBAN		BIC	
EN76 1007 1610 0000 0010 0574 315		TRPUFRP1	

Money sent to prisoners is split: one part they can spend at the prison commissary, and another part is reserved to pay victim compensation.

- If the detainee receives less than €200 within one month, no victim compensation payment is made.
- If they receive a maximum of €400: 20% of the €200/€400 tranche shall go on victim compensation
- If they receive a maximum of €600: 20% of the €200/€400 tranche and 25% of the €400/€600 tranche shall go on victim compensation
- If they receive more than €600: 20% shall be deducted from the €200/€400 tranche, 25% shall be deducted from the €400/€600 tranche and 30% shall be deducted from the tranche in excess of €600 and shall go to victim compensation

## 4. PARTNER ORGANISATIONS HELPING FAMILIES

GEPSA takes care of bookings made by telephone on **0 800 717 096**  
And welcomes you from Friday to Sunday in the family area.

The GEPSA reception staff are qualified to look after children over the age of 3 who do not attend the visit. This, upon request from a parent:

**Saturday afternoon and Sunday afternoon from 1 PM to 6:45 PM**



They can be looked after free of charge provided two cumulative conditions are met:

- The person submitting the request is able to justify parental authority over the child by producing the family register, their ID, and a form of ID or birth certificate for the child concerned.
- The person submitting the request signs the authorisation slip



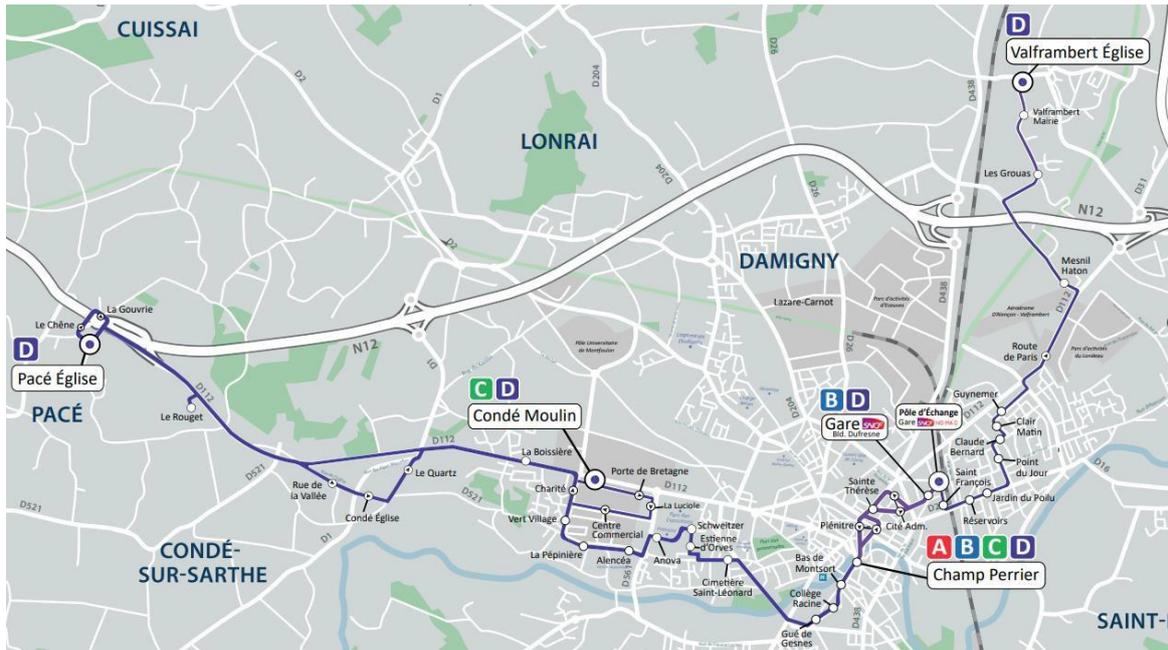
Alençon's urban transport network operates several daily bus journeys, with several stops from Valframbert via the centre of Alençon and Condé-sur-Sarthe.

There is a stop next to the SNCF train station on Boulevard Dufresne.

The ticket is priced at €1.10 per person.

**Travel times are available at:**

**<https://altobus.com/>**



*The time are different depending on the day (week/weekend/school holidays). They also often change from one year to the next. Buses do not run on public holidays.*

## Accueil alençonnais

*This organisation supports the families of detainees and operates:*

- *A transport service: connecting the train station, the Aire de la Dentelle on the A28, the Persign district or the hotel and the Alençon-Condé/Sarthe Penitentiary Centre. Bookings can be made every day of the week. A donation of €4 per person for the return trip is required (free for children)*
  - *Accommodation aid: for people who live far from the Alençon-Condé/Sarthe Penitentiary Centre and who have to book a hotel room to visit their loved one in prison, a sum of **€10 per night** (up to 3 per month) can be allocated, upon presentation of the hotel bill.*
- *Telephone the organisation on **+33 (0)7 71 72 60 67** to apply*