

LIVRET D'ACCUEIL DES FAMILLES

"Je rends visite à une personne détenue"

Laon penitentiary centre


SERVICES DE QUALITÉ DE VIE

PARTNERS AND ASSOCIATIONS



Accueil des Familles: On Mondays, Wednesdays and Saturdays, volunteers welcome, listen to and help the families of prisoners. They can also offer you a drink.

UDAF: On visiting days, the UDAF is there to support families whose loved ones are in prison, promoting equal opportunities and providing transport assistance.

PRACTICAL INFORMATION

OPENING DAYS AND TIMES:

- 8:15 AM to midday and 12:30 PM to 5:45 PM, Mondays and Wednesdays
- 7:15 AM to midday and 12:30 PM to 6 PM on Saturdays

Shuttle service

- Every Mondays for visits at 9 AM, 2:45 PM and 4:15 PM
- Every Mondays for visits at 9 AM, 10 AM, 2:45 PM and 4:15 PM
- Every Saturday for visits at 10:45 AM and 2:45 PM

All shuttles depart from Place de la Gare in St Quentin, under the bridge,

The shuttle also stops at

- Chauny
- Tergnier
- La Fère

There is a charge of €5 per adult and €2 per child for a return ticket.

You must register beforehand by contacting:

Mrs WADBLED

Tel.: 06 37 93 00 79

USEFUL CONTACTS:

- **Laon penitentiary centre:** 03 23 23 60 60
- **SPIP (Probation and Rehabilitation Service):** 03 23 23 60 40
- **Booking visits:** 0 805 801 100 (free call except for pay-as-you-go mobiles)

A letterbox for receiving reports from detainees who may be in danger is at the entrance to the family shelter area.

WHAT YOU CAN BRING WITH YOU

- **CLEAN LAUNDRY**, when visiting in a bag bearing the last name and prisoner registration number of the detainee, not exceeding 5 kg.

Families who do not have a visitor permit can drop off their laundry bag at the Main Entrance Door.

Monday to Friday (except Friday afternoon)
8:30 AM to 11:30 AM
1:30 PM to 3:30 PM

Limited to one bag per detainee

Prisoners can have their laundry done free of charge at the penitentiary centre.

- **BOOKS** (softcover, unbound),
- **NEWSPAPERS**
- **REVIEWS**
- **CDs and DVDs in blister packs** (not exceeding authorised quantities).
- **OTHER:** Other items may be brought in or taken out provided authorisation is granted beforehand:
 - from the Centre Manager
 - from the Magistrate in charge of the case for detainees on remand

THE FOLLOWING ARE PROHIBITED

- Hooded clothing
- Navy blue, light blue, leather or khaki clothing items
- Food, drink and tobacco
- Cleaning and toiletry products
- Illicit substances
- Mobile phones



OBTAINING A VISITOR PERMIT

If the detainee is on remand, you can contact the Probation and Rehabilitation Service on to find out which magistrate is in charge of the case.

The service is open:

Monday to Friday, 9 AM to midday and then 1:30 PM to 5 PM.

If the detainee is a convicted offender, send your request to the:

Penitentiary Centre
17 rue des Epinettes
02000 LAON

To obtain a visitor permit, you will need to provide the following documents:

- 2 recent passport-size photographs.
- A photocopy of both sides of your ID or driving licence.
- A copy of your family record book or a birth certificate proving the family relationship.
- A covering letter giving your address, telephone number, the prison registration number, last name and first name of the detainee, your family relationship and the reason for your request.
- A stamped addressed envelope.
- Proof of address.

- Children under the age of 18 must have a visitor permit, and they must be accompanied by one of their parents (who must also have a visitor permit).

- If you live with your partner, you must have a certificate to that effect that has been drawn up by your local town hall.

- People who are unable to provide proof of their kinship links, or a certificate of cohabitation, will be subject to a morality investigation undertaken by the local *préfecture*. This investigation may take around 2 months. If you wish to proceed, send us the complete application, stating this in your letter.

**Non-family members may be granted visiting permits if doing so helps with the detainee's social and/or professional integration, provided that order and security in the centre are maintained. A police investigation may be requested beforehand.*

Once you have obtained your visitor permit, you will be given a white card for making visiting appointments at the terminal located in the family reception area.

VISITS

Visiting days: Mondays, Wednesdays and Saturdays

Number of people who can visit:

- 3 adults and 1 child
- 2 adults and 2 children
- 1 adult and 3 children

All children (from birth up to the age of 18) MUST have a visitor permit to access the visiting room,

Number of visits: 3 times a week for prisoners on remand, twice a week for convicted prisoners.

BOOKING

- **By telephone, Tuesdays and Thursdays, 10 AM to 1 PM (except public holidays) :**

0 805 801 100

Free call from a contract mobile phone or from a landline

When you call, make sure you have the prisoner's registration number, your visitor permit number and a calendar.

- At the terminals in the family welcome area with your visitor permit badge (white card) on Mondays, Wednesdays and Saturdays, during the Family Shelter opening times.

Appointments must be made at least 72 hours in advance.

You can make bookings up to 2 weeks in advance.

MODIFICATION – CANCELLATION

Changes and cancellations can be made **by telephone or using the NED app**. You will then be asked by telephone for your visitor permit number, which is printed on the white card.



VISITOR PERMIT CARD

You will be given your **visitor permit card** (the “white card”) during your first visit if you have sent your visitor permit application to the LAON penitentiary centre. If not (from a court, transfer, etc.), you will be asked to bring an identity photo.

This card will enable you to:

- enter the prison,
- make another appointment at the terminals available,
- cancel appointments over the telephone because your permit number is on this card.

PROCEDURES APPLICABLE TO EACH VISIT

- You will need to bring proof of identity.
- Please arrive **30 minutes before** your scheduled visit time.
- For children under the age of 18 without an identity card, you must submit the family record book.
- Lockers are available for your personal belongings.
- If you are wearing any prosthetics or taking any form of medication, please provide a medical certificate less than three months old.
- If your identity document is lost or stolen, you will need to submit a declaration certified by the police with a photograph.



SENDING MONEY TO A DETAINEE

Since detainees are not allowed to receive cash, the centre's accounts department will open a special **individual account** for them.

1. The first "one-off" transfer

Send a written request for a transfer (or send it e-mail):

- Write a letter to the centre's accounts department.
- The letter should state the detainee's last name, first name, prison registration number, family relationship and whether the detainee has been sentenced or has been remanded in custody.

Enclose a stamped envelope for your reply.

You will receive a reply with the centre's bank details. **You must not share these details.**

On subsequent occasions, you will need a visitor permit in order to transfer

WELCOMING CHILDREN

We have a **FREE** childcare service in the family reception area.

We can look after children over the age of 3 during your visit on Wednesdays (you must fill in the relevant documents in advance with the receptionists).

Themed activities and a snack are available for them while we are looking after them

The receptionists reserve the right to refuse children who are ill without medical advice.

To register a child, please provide*:

- a copy of their identity card or family record book
- a passport photo
- a copy of their vaccination record

**These documents only need to be provided once.*



For further information, please contact our receptionists
in the family reception area

SCHEDULES FOR VISITING CONVICTED DETAINEES

2 appointments / week

Visiting hours

Monday and Wednesday

10 AM – 11 AM

1:15 PM – 2:15 PM

2:45 PM – 3:45 PM

Saturday

9:15 AM – 10:15 AM

1:15 PM – 2:15 PM

2:45 PM – 3:45 PM

4:15 PM – 5:15 PM

SCHEDULES FOR VISITING DETAINEES ON REMAND

3 appointments / week

Visiting hours

Monday and Wednesday

9 AM – 9:30 AM

4:15 PM – 4:45 PM

Saturday

8:15 AM - 8:45 AM

10:45 AM – 11:15 AM

REMINDER: Please arrive at least **30 hour before the visit** so that you can have your ID checked

and make your appointments at the terminal.

**Laon penitentiary centre
Chemin des Épinettes
02007 LAON CEDEX**

