

# LIVRET D'ACCUEIL DES FAMILLES

*"Je rends visite à une personne détenue"*

LIANCOURT PENITENTIARY CENTRE

  
SERVICES DE QUALITÉ DE VIE

# PARTNERS AND ASSOCIATIONS



**The Secours Catholique:** Every Thursday, Friday, Saturday and Sunday afternoon, volunteers welcome, listen to and help detainees' families and friends.

**The ARAPEJ:** has a legal advice and information line for detainees and their families.

➤ You can reach them on **0800 870 745** or online at [www.arapej.fr](http://www.arapej.fr)

**SOS PAPA:** offering parent-child mediation services

➤ They can be reached at **09 51 06 54 22** or online at [www.sospapa-nordpicardie.fr](http://www.sospapa-nordpicardie.fr)

## PRACTICAL INFORMATION

### OPENING DAYS AND TIMES:

- Thursday to Sunday, 7:30 AM to 5:45 PM
- Closed on Mondays, Tuesdays and Wednesdays

### USEFUL CONTACTS:

- Prison administration secretariat: **+33 (0)3 44 28 82 44**
- Liancourt penitentiary centre: **+33 (0)3 44 28 82 10**
- Family living unit service: **+33 (0)3 44 28 41 57**
- Accounts department: **03 44 28 82 33**
- SPIP (Probation and Rehabilitation Service): **03 44 28 82 25**
- Visit booking service (freephone number): **0805 05 00 38**
- Visitor permits department: **+33 (0)3 44 28 41 86**

Inside the family reception area, there are two letter boxes for suicide prevention letters and letters to the administration. They are collected daily by the Centre Manager.

### ON THE DAY OF THE VISIT, PLEASE BRING:

- A VALID FORM OF ID
- THE PRISONER REGISTRATION NUMBER OF THE PERSON YOU ARE VISITING
- YOUR VISITOR PERMIT NUMBER

This will make it easier for you to book your visiting rooms and for us to handle all your information requests.

# ACCESSIBILITY

## BY TRAIN

- **From Gare du Nord:** Take a TER (regional express) train to Amiens and get off at **Liancourt-Rantigny** station.
- **OISE MOBILITE** shuttle buses (**line 8B**) run from the station to the prison.

For more information on timetables and fares:

➤ **PICARDIE TER train:** call **0800 099 565** for information or online at [www.ter-sncf.com/Region/Picardie/fr/](http://www.ter-sncf.com/Region/Picardie/fr/)

➤ **OISE MOBILITE:** call **0970 150 150** for information or online at [www.oise-mobilite.fr](http://www.oise-mobilite.fr)

No shuttle service at weekends, on public holidays or during school holidays. Shuttles can be booked during the school holidays by contacting **OISE MOBILITE for on-demand transport services.**

## BY CAR

- **From PARIS,** take the **A1** towards **LILLE,** then take **exit 8** towards **SENLIS,** Follow signs for **CREIL-BEAUVAIS** and exit at **LIANCOURT,** Continue towards **CATENOY-COMPIEGNE** then follow the sign for **the new Penitentiary Centre**



# OBTAINING A VISITOR PERMIT

Send your request to:

**BLIE**  
**Liancourt penitentiary centre**  
**1 avenue Robert Badinter**  
**60140 Liancourt**

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

<b>FAMILY MEMBERS</b> (parents, children, grandparents, grandchildren, spouse, partner, brothers/sisters and their spouses)	<b>INDIRECT FAMILY MEMBERS</b> (uncles, aunts, cousins)	<b>NON-FAMILY MEMBERS*</b>
<ul style="list-style-type: none"> <li>■ 1 photocopy of both sides of a <b>valid</b> form of ID (or passport or residence permit or driving licence)</li> <li>■ 1 proof of address</li> <li>■ 1 photocopy of the family record book(s)</li> <li>■ 2 recent passport photos</li> <li>■ 1 self-addressed stamped envelope for your reply</li> <li>■ <b>For children under the age of 18:</b> photocopy of the family record book and written authorisation from the legal guardian. <b>In the letter, also specify the names of all adults authorised to accompany the child under the age of 18 during their visit to the detainee; these people must have a visitor permit.</b></li> </ul>		
	<ul style="list-style-type: none"> <li>■ Cover letter with: last name, first name and prisoner registration number of the detainee.</li> </ul>	<ul style="list-style-type: none"> <li>■ Cover letter with: last name, first name, prisoner registration number of the detainee and details of your relationship with them.</li> </ul>

*\*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.*

On your first visit, you will be given a barcode card. This will enable you to make, change or delete visit appointments at the terminals located in the family reception area.

# WHAT YOU CAN BRING WITH YOU

- **CLEAN LAUNDRY** in a shopping bag (**no suitcases or sports bags**)  
→ **one bag every fortnight.**
- **If the prisoner has no visit permit:** you can leave one
- laundry bag at the family reception area while you are waiting for your visit permit:  
**Thursday to Sunday from 7:30 AM to 11:30 AM and 12:45 PM to 3:30 PM.**

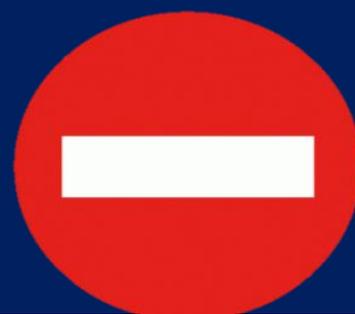
List of laundry items you can bring:

<b>1</b>	Coat/jacket/windbreaker (01/10 to 15/04)	<b>3</b>	Cloths
<b>1</b>	Beanie or cap or hat	<b>3</b>	Magazines / newspapers / books <b>translate into French</b>
<b>1</b>	Pair of gloves	<b>2</b>	CD/DVD (originals)
<b>3</b>	Towel and flannel set (less than 1.50 m)		
<b>3</b>	Shorts / pyjamas		
<b>5</b>	Pullovers/sweatshirts/vests		
<b>6</b>	Trousers		
<b>7</b>	Shirts /T-shirts/polo neck shirts /shirts		
<b>14</b>	Underwear/boxer shorts		
<b>14</b>	Pairs of socks		
<b>1</b>	Pairs of trainers (every 2 months)		

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

## THE FOLLOWING ARE PROHIBITED

- Hooded clothing
- Navy blue, light blue, khaki clothing items
- Food, drink and tobacco
- Illicit substances
- Mobile phones, USB sticks, memory cards



# WHAT YOU CAN BRING - cont'd-

- **HYGIENE PRODUCTS** in a plastic bag (no suitcases or sports bags)

→ one bag every fortnight

1	Shower gels 750 ml (plastic packaging)
1	Soap
1	Shampoo 750 ml (plastic packaging)
1	Toothpaste
1	Shaving cream (plastic packaging)
1	Non-electric toothbrush
1	Alcohol-free roll-on or stick deodorant (plastic packaging)

**ALL PACKAGING MUST BE PLASTIC**

# WELCOMING CHILDREN

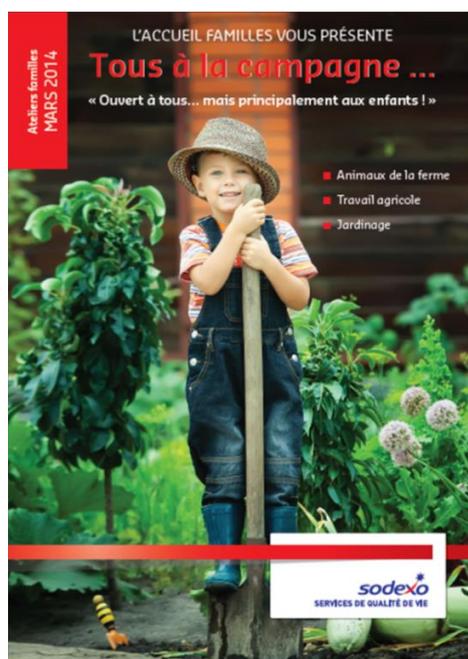
## CHILDCARE SERVICE SATURDAY ONLY

We can look after **children over the age of 3** while you are waiting for the visiting rooms if you do not wish to take them into the centre with you. Activities and games will be 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, you must provide\*:

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

*\*These documents must be provided only once.*



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

# SENDING MONEY TO A DETAINEE

For detainees not allowed to receive cash, the centre's accounts department will open a special **individual account** for them and will manage all their income and expenditure.

To transfer money to them:

- By bank transfer

## SUBMITTING A BANK TRANSFER ORDER

1. Contact the family liaison officers or the volunteers to submit a bank transfer order

2. Please provide:

Name of the beneficiary  
Name of the centre  
Prison administration  
Custodian of prisoners' personal accounts  
Bank details of the custodian of prisoners' personal accounts

3. Fill in the identifier box

If it is a **national identifier** (French bank account):

Bank code	Branch code	Account number	2-digit code	Bank address
10071	60000	00001002812	43	TP BEAUVAIS

If it is an **international identifier** (foreign bank account):

IBAN	BIC
FR76-1007-1600-0000-0010-0281-243	TRPUFRP1

4. Fill in the 31-character field which must include:

- the detainee's registration number + the letter (+ space) if applicable
- the prisoner's last name (+ space)
- their first name (up to the number of characters)

Example:

9	9	9	9	9	N		D	U	R	A	N	D		J	E	A	N	-	C	H	R	I	S	T	O	P	H	E	
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# VISITS

**Visiting days:** Thursday, Friday, Saturday and Sunday

**Number of people who can visit:** 5 people maximum, with a maximum of 3 adults.

**Number of visits:** twice a week for people in detention.

## BOOKING

**Appointments must be made at least 72 hours in advance:**

- **By telephone** Mondays 9 AM to 1 PM and 2 PM to 5 PM  
Tuesdays 2 PM to 5 PM (Tuesdays 9 AM to 1 PM and 2 PM to 5 PM when the Monday is a public holiday)  
(not available on public holidays) **0805 05 00 38**

Make sure you have the prisoner's registration number

**You can book for a maximum of 2 weeks.**

- **Online:** [www.penitentiare.justice.fr](http://www.penitentiare.justice.fr)
- At the family reception **terminals** with your badge, Thursday to Sunday. (reception closed Monday, Tuesday and Wednesday)

**You can book for a maximum of 4 weeks.**

**TERMINAL AND TELEPHONE BOOKING CHANGES  
AND CANCELLATIONS 72 HOURS IN ADVANCE**



## PROCEDURES APPLICABLE TO EACH VISIT

- You must have a valid form of identification
- Please arrive at least **30 hour before the visit** so that you can have your ID checked
- For children under the age of 18 without an identity card, you must submit the family record book in which they have been registered.
- If you have a baby with you, you can bring a change of nappy with you (a nappy and a pack of wipes) and a ready-to-use feeding bottle (plastic bottle) in a transparent bag.
- Lockers (with code locks) are available in the family reception area where you can leave your money, papers, keys, tobacco, drinks, food, wallet, telephone and any other items likely to trigger the alarm system.
- If you are wearing any prosthetics or taking any form of medication, please provide a **medical certificate**
- If your identity document is lost or stolen, you will need to submit a declaration certified by the police with a photograph.

# VISITING SCHEDULES DETENTION CENTRE THURSDAY - FRIDAY - SATURDAY - SUNDAY

	FAMILY ARRIVAL	DEPARTURE FOR VISITS	VISITING HOURS
MORNING	7H30	8H00	8H15 - 9H45
	9H15	9H45	10H00 – 11H30
AFTERNOON	12H45	13H15	13H30 – 15H00
	14H45	15H15	15H30 – 17H00

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

**IF YOU ARE LATE, YOU WILL NOT BE ABLE TO HAVE YOUR VISIT**

**LIANCOURT Penitentiary Centre**  
**1 avenue Robert Badinter**  
**60140 LIANCOURT**

