

**Pas-de-Calais Probation and Rehabilitation
Penitentiary Service
Vendin-le-Vieil branch**

Vendin-le-Vieil Penitentiary Centre



FAMILY WELCOME BOOKLET RADICALISATION ASSESSMENT UNIT

Version of 26/04/2019

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1. Practical information

CENTRE ADDRESS

Vendin le Vieil Penitentiary Centre
5 rue Léon Droux
62880 VENDIN-LE-VIEIL

☎ 03.61.19.71.22

GEOGRAPHIC LOCATION

Vendin-le-Vieil Penitentiary Centre is located in the commune of Vendin-le-Vieil, 45 minutes from Lille and 2 hours from Paris.

2. HOW THE SESSION IS STRUCTURED

The duration of a session is likely to vary, lasting between 15 and 17 weeks depending on the following sequencing:

Reception time	1 or 2 weeks
Interviews/assessment	8 weeks
Writing of summaries	2 weeks
Reassignment / decisions by the Prison	2 weeks
Exit from the Radicalisation Assessment	2 or 3 weeks

Evaluation interviews will be conducted alternately by:

- Two members of the management personnel
- Two members of the Probation and Rehabilitation personnel
- Two-person team made up of a psychologist and a specialist educator
- Unit management

The frequency of interviews will be defined during the welcome phase.

3. VISITS

Visitor permits:

a/For convicted detainees:

They shall be issued by the head of the Vendin-le-Vieil penitentiary centre to family members, provided that the grounds for issuing them are linked to maintaining security or ensuring that the centre runs smoothly.

**Director of the Vendin-le-Vieil Penitentiary Centre,
Visitor Permit Service
5, rue Léon Droux
62880 Vendin-le-vieil**

b/For detainees on remand:

You must apply for a visitor permit:

- from the magistrate responsible for the case at first instance: examining magistrate/public prosecutor following the conclusion of the investigation;
- the public prosecutor of the court of appeal in the event of the judgement being appealed.

Permits are issued primarily to the family.

“Family member” means:

- Family members with a legally recognised relationship: parents, children, siblings, extended relatives, legally married or civil-union partners, and cohabiting partners.
- Individuals who are not legally related but who can prove the existence of a shared family initiative with the detainee (for example, a partner’s child or a co-parent).
- Anyone else may visit a detainee, if it appears that such visits contribute to their social or professional integration. A prior morality investigation may be requested. Persons wishing to obtain a visitor permit must send their letter or the attached form, duly completed. They must attach the documents to be provided based on their relationship with the detainee, following the table below.

Complementary measures:

Families may, subject to authorisation from the *préfet*, visit a hospitalised detainee by consulting the prison director regarding the procedures to be followed. Visitor permits issued in other prisons are valid at the Vendin-le-Vieil penitentiary centre.

Documents to be provided in order to obtain a visitor permit:

	Complete photocopy of the family book	2 non-scanned photos with the name on the back	Two-sided photocopy of a valid national identity card	Certificate of cohabitation or attestation of common-law partnership or cohabitation
Father	+	+	+	
Mother	+	+	+	
Brothers	+	+	+	
Sisters	+	+	+	
Son	+	+	+	
Daughters	+	+	+	
Wife	+	+	+	
Cohabiting partner		+	+	+
Fiancée		+	+	
Grandfather		+	+	
Grandmother		+	+	
Male cousins	+	+	+	
Female cousins	+	+	+	
Nephews	+	+	+	
Nieces	+	+	+	
Aunts	+	+	+	
Uncles	+	+	+	
Friend(s)		+	+	
Others		+	+	

Procedures for organising the visits:

Visitors should book by telephone, from 9 AM to 12 PM and 1 PM to 5 PM Mondays and Tuesdays, by calling **0800 710 539** (free call from a land line).

For families calling from a foreign country, telephone +33 (0)3 21 49 27 07 from 9 AM to midday and from 2 PM to 5 PM (paid call);

On the first visit, the visitor service will give out a card with a code (bar or number) to each person with a visitor permit.

The appointment you have scheduled can no longer be given to another person. Conversations must be held in French, unless special authorisation is obtained (article D.407)

The interview takes place under surveillance.

Visit days:

Visits are scheduled as follows:

Visit times

	MORNING	AFTERNOON
FRIDAY	8:45 AM to 10:15 AM	2:30 PM to 4 PM
SATURDAY	8:30 AM to 9:30 AM	

Security measures:

Security checks are carried out at the entrance to the centre, and mobile phones, cameras, MP3 players, aerosols, weapons, narcotics and knives are strictly forbidden anywhere on the premises. Accordingly, anyone who comes to the centre's entrance in possession of any of these items will not be able to access the visit for which they had made an appointment.

***IMPORTANT: Food and drink are strictly forbidden in the visit rooms. If any food products are discovered, a written warning will be issued. If food is ever brought in again, the visitor permit may be suspended. However, the area has an vending machine from which food may be purchased.**

4. DROPPING OFF ITEMS

Relatives of a detainee may drop off personal belongings for them.

Authorised items:

- Linen, clothing, bathroom towels and shoes.
- Magazines and books with a soft cover (up to 5 journals may be dropped off). These documents must not contain any annotations.
- New CDs and DVDs available for sale to the general public can be dropped off provided they are in their original packaging (new blister pack, barcode label) so that their origin may be determined. Limited to 2 CDs or 2 DVDs or 1 CD and 1 DVD. Burned or blank CD/DVDs are strictly forbidden.
- If a detainee has asked to have medical equipment brought in (glasses, dental and hearing aids), the family must submit a copy of the authorisation signed by the building manager, which includes approval from the medical service. Any such devices will be taken at the entrance and handed over to the detainee by the medical service, once they have been checked.
- Authorisations to perform surgery, requests for identification documents, health booklets, school documents, learning and qualification contracts, documents needed for family decision-making and drawings by children are all allowed.

Procedures for handing over authorised items:

To enable people to fulfil their parental duties and engage in substantive discussion, authorised items are handed over during the visit. Any items handed over to the detainee during the visit will be checked by centre operatives before and after the visit.

5. DROPPING OFF 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 once a week. Persons with a visitor permit may only drop off laundry when they are visiting.

Maximum quantity	Description	Maximum quantity	Description
8	Close fitted shirts or T-shirts	5	Books, magazines with soft covers
8	Briefs or boxer shorts	2	Cloths
8	Pairs of socks	1	Pair of woollen gloves
3	Shirts	1	Short scarf
3	Trousers and jogging bottoms	1	Cloth handkerchief
1	Tracksuit	2	Table napkins
3	shorts	2	Flannels
1	Pyjamas	1	Bath towel
1	Waterproof or raincoat	1	Large bath towel (maximum 120 cm)
1	Jacket, anorak, coat	1	Pair of city shoes (that don't trigger the alarm)
3	Pullovers or sweatshirts	1	Pair of sports shoes
1	beanie hat	1	Pair of slippers
1	Cap or baseball hat	1	Pair of slip-on sandals
1	Fabric belt (with detachable buckle)	2	CD or DVD (in a blister pack)

NOTE: The following are not authorised:

Clothing items that can be confused with any uniform

Khaki-coloured outfits

Clothing with camouflage prints Hooded clothing

Hoodies

Leather clothing

Metal footwear (triggering the baggage x-ray system) Any personal effects that trigger the metal mass detector

6. MONEY TRANSFERS

You may send money to a detainee by bank transfer. Upon receipt by the custodian of the 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.

Bank transfers:

Your transfer must be sent to the account of the Vendin-le-Vieil penitentiary centre, the details of which are as follows:

BANK ACCOUNT DETAILS OF THE VENDIN-LE-VIEIL PENITENTIARY CENTRE			
ACCOUNT HOLDER:		Vendin-le-Vieil Penitentiary Centre Custodian of individual accounts 5, rue Léon Droux 62880 Vendin-le-Vieil	
Bank address: TP ARRAS			
Bank code	Branch code	Account no.	2-digit bank code
10071	62000	00001002601	67
IBAN FR761007162000000100260167		BIC TRPUFRP1	

The following are mandatory: **Prisoner registration number, last name and first name of the detainee**

This information must be included in the “optional or additional” area of the transfer order.

Example: For a detainee named Dupont Martin, prisoner registration number 999999, the information shall be shown in the corresponding section as follows:

9	9	9	9	9	9		D	U	P	O	N	T		M	A	R	T	I	N
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Upon receipt of the transfer, the detainee will be informed of this transaction into their personal account.

If the requested information is incomplete, incorrect or illegible, the transfer will be rejected.