

# PRACTICAL GUIDE



**Leaflet for relatives and friends of  
men and women incarcerated at the  
prison of Toulouse -Seysses**



## Toulouse, February 2019

What can be done when somebody you care about is being incarcerated? How to get hold of the prison register number? Is it possible to correspond? Is it possible to send money? How to be granted a visit right? How to pass on spare clothes?

When one is confronted to prison it is often difficult to get access to the necessary practical information in a clear and efficient way. Nonetheless the practicalities become vital when trying to support an incarcerated person and help him/her to cope with the feelings of isolation and confinement induced by the imprisonment.

We are a group of relatives and friends of incarcerated men and women and as such we have tried to provide answers to those questions. We wish to bring an alternative source of information - independent from charity organizations and/or state institutions. We are driven by a will to bring solidarity and support for those facing the same situations of distress as the ones inflicted on us.

**Beware :** Each prison has its own internal rules and regulations and then each prison guard seems to make his own interpretation of these rules. The information on this document doesn't apply for all prisons.

**To get in touch with us : [huriya@riseup.net](mailto:huriya@riseup.net)**

## 1. Prison Register Number (« Numéro d'écrou » in French)

A prison register number is assigned to each incarcerated person, whether he/she awaits trial, is a defendant, awaits an appeal against a first sentence/ ruling or is already convicted. It is absolutely essential to get hold of this number in order to speed up all the procedures presented in this leaflet.

*How to get hold of the numéro d'écrou ?*

- from the department of "greffe judiciaire" of the prison which is the administrative service of the prison. It deals with all the administrative follow up of each incarcerated person including

the numéro d'écrou... Phone number : 05.61.56.68.55.

- through "l'abri familles" (families' shelter) of the prison. It is a service acting as a families' reception desk and it's located just next to the prison. There is a phone number : 05.61.56.68.58

you can also go directly there during opening hours :

- From Wednesday to Saturday **8am - 6pm**
- Sundays and Wednesday to Saturday's bank holidays **8am - 5.30pm**

## 2. Drop off belongings

- **During the first 15 days of detention** it is possible to bring clothes, shoes,

CDs, DVDs, books and magazines in accordance to the rules below but without any specific authorization. All items have to be dropped in the double-door entrance hall of the prison during visitation hours. When you bring the bag, you will be asked to show some ID document (identity card, residence permit or passport). Your details will be recorded in a penitential administrative registry.

**- After the first 15 days,** only the people who have obtained an official visit permit will be able to bring belongings to the inmate once a month.

**In both cases,** the bags can **only** be dropped **on visitation hours** : from Wednesday to Saturday at **7.45am, 8.45am, 9.45am, 12.45am, 1.45pm, 2.45pm, 3.45pm.**

All of the items that you wish to pass on to an inmate have to be carried in **a single plastic bag** (for instance a supermarket shopping bag). It is forbidden to introduce travel bags, suitcases, rucksacks, etc...

**The surname, first name and prison register number** of the incarcerated person have to be written on the bag. It is best to do it with a permanent marker pen. You will have to provide a thorough inventory of all items contained in the bag and add it to the bag. This inventory has to be done on the template document provided at the "abri familles" reception desk. This document also presents the quantities allowed for each item.

The following items are **forbidden** in the prison : all clothes with hoodies, navy blue cloths (because it's the color of the prison wardens uniforms), army green

or camouflage colored clothes, gloves, scarfs, ties, lined coats or jackets. All strings and laces have to be taken off (from sweat shirts, sweat pants, etc...). As for ladies underwear, only wireless bras are allowed. It is also forbidden to add mail with the bags of clothes.

## Belongings drop-off inventory

(what can be brought at each deposit)

quantity	Item
1	Hoodless sweatshirt
1	Rain coat - <b>unlined and hoodless</b>
1	Coat- <b>unlined and hoodless</b>
1	Baseball cap
1	Woolly hat
2	Pajamas <b>or</b> nightshirts <b>or</b> nightdresses
2	Trousers (jeans or sweatpants)
2	Hoodless jumpers or shirts
2	Washclothes (exfoliating gloves are forbidden)
2	Small towels (big ones are forbidden)
2	Table napkins
5	Napkins (paper tissues are not allowed)
5	CDs or DVDs new with their original plastic packaging
5	Softcover books
5	Magazines
7	Underpants, boxer shorts, knickers
7	Pair of socks

*continuation →*

4	Tights
2	Dresses or skirts
3	Wireless bras
1/year	Sun glasses
1/every 2 months	A pair of sleepers or flip-flops or shoes without any metallic structure

**Attention**, deep blue and khaki clothes are forbidden.

**For all items that are not listed in the inventory template**, a written request has to be addressed to the prison director (see contacts below).

*All bags are x-ray scanned and thoroughly searched before they are handed to the inmate.*

### 3. Correspondence

- **In theory** every incarcerated person can write and receive mail as from his/her first day of incarceration.

- **Correspondence with a person pending trial:**

The judge in charge of the file of the inmate has the power to forbid all communication (mail & visitation) for a period of 10 days extendable once for another period of 10 days. The judge can also decide to limit the correspondence to a reduced amount of people for the whole period of inquiry.

*To write:*

- On the envelope write down the surname, first name, the prison

**register number** followed by the prison's address (see below under contacts Maison d'arrêt). Do not forget to write down your details at the back of the envelope – surname, first name and address.

*Useful tips:*

- Enclose writing sheets, envelopes and stamps to your correspondence; it will make it much easier for your friend or family member to answer back and keep in touch.
- Make sure you have the right amount of stamps on your envelope, as the prison administration will not pay the surcharge on the other end.
- You are allowed to write in a foreign language
- It is absolutely forbidden to send money in prison; so do not enclose bills or coins to your post/ mail.

**Important:** *the mail and post are read by the prison administration that can decide to block or retain your correspondence.*

### 4. Send money

It is possible to pass on money to an inmate as from the first day of incarceration. The procedure is as follows:

- **The money has to be bank transferred**

**Here below, you will find the bank account details of the prison as well as the step-by-step explanation to make the bank transfer.**

## bank account details

These data are only available for the prison of Seysses.

Code banque : **10071**

Code Guichet : **31000**

N° de compte : **0000100880**

Clé RIB : **78Code**

IBAN :

**FR76 1007 1310 0000 0010 0188 078**

Code BIC : **TRPUFRP1**

**IT'S REALLY IMPORTANT TO FILL IN ALL THE FIELDS OF THE BANK TRANSFER ORDER DOCUMENT WITH: 1. THE PRISON REGISTER NUMBER; 2. THE SURNAME AND 3. FIRST NAME OF THE PERSON YOU ARE SENDING MONEY TO AND IN THAT EXACT SAME ORDER.**

- It is recommended to check after a few days that the money has been debited from your bank account and then ask the inmate to make sure that it has also been credited on his/her inmate's prison account.

*How much money can be sent on each bank transfer?*

- Up to 200€ : all the money will be transferred to the personal inmate account which will allow her/him to what is called "cantiner" which is French slang for using the money at the prison canteen or "shop". Above 200€ received in one month, 10% will be kept for the "release savings" and another percentage proportional to

the amount received will be seized to reimburse the plaintiffs / civil parties if it's relevant with the inmate case.

If you wish to obtain further information, you can contact the "régie service" of the prison or email to the accountability department on the following address :

compta.cp-seysses@justice.fr.

Be prepared it is a very tedious mission as it is very hard to get hold of the people working in those services.

## 5. Get a visitation permit

There are 3 types of situations :

- If the incarcerated person has been judged and convicted, your visiting request has to be addressed to the prison director (chef d'établissement pénitentiaire de la maison d'arrêt) see contacts below.

- If the person is still pending trial, he/she is under the defendant status or "statut de prévenu(e)" in French. It means you have to put in your request to the examining magistrate/judge who is in charge of the case or to the prosecutor if the investigation is closed. See contacts below.

- If the person has made an appeal against the court's decision, you must contact the public prosecutor of the Court of Appeal (procureur général de la cour d'appel). See contacts below.

In order to save time, the visiting permit request files for those who are pending trials or those who have made an appeal can be delivered directly to the person in charge of those requests on the ground floor of the Courthouse or Tribunal de Grande Instance de Toulouse in French. See contact below.

#### *Your request*

- You must address a **written request** like a covering letter in which you ask for the issue of a visitation permit and access to the visitation room. With this letter, you must enclose **2 identity photographs, the copy of your valid identity document front and back (ID card, residency permit, passport), a proof of address that is less than three month old (electricity, gaz, landline bill, house insurance, tax assessment), a pre-stamped envelope with your surname, first name and address written on it.**

If you are related to the person that you wish to visit in prison, you must add a document to prove it. In France, there is for instance a document called "livret de famille" that can be copied and added to your request.

- Children accompanied by a visitation permit holder adult can also visit their family members. The procedure is the same as for grown-ups : a letter explaining the reasons of the visitation request, 2 identity

pictures, if there is a parent-child relation between the child and the incarcerated, any document that proves this relation and a written authorization of the parental authority holder of the child.

- In theory the number of people requesting visitation permits per inmate is not limited.

#### *The answer of the administration*

- The **police** services or gendarmerie (local police) **can lead inquiries on the people requesting** a visitation permit.

- The reply to the visitation request "usually" **takes about 3 weeks**. You should get the decision document by mail in the pre-stamped envelope you have provided when applying for the visitation permit. If you haven't received any news after the 3 weeks period, do not hesitate to contact the prison or the courthouse to get an update on your request. The reply can sometimes take a long time especially when the request is been denied.

## **6. Issuing a visitation permit :**

- Usually when visitation permits are granted they are granted for the whole period of incarceration.

- **When your visitation permit is granted** you receive an official written reply with information about the visitation room and clothes drop off as well as a prison access card. Often you won't be asked to show your card but it's better to have it just in case.

- Every prison visit needs to be planned and an appointment has to be made.

- **Visits appointments can be taken up to 3 weeks in advance.** The earlier you book the better your chances of getting a visit appointment. In order to get an appointment, there are several ways :

- At the touch screen terminal of the "families shelter" (abri familles) with the prison access card.

- From France, over the phone at the following number: 08 05 05 00 53 (Numéro Vert meaning it's free from a landline) from Tuesday to Friday from 9am until 12am.

- From a foreign country on the following number : 00 33 5 61 56 61 46 from Tuesday to Friday from 9am until 12am.

- Through one of the people working at the "families shelter" (abri familles) from Wednesday to Sunday during opening hours.

- A maximum of 3 adults are authorized to visit an inmate during the same visitation time. Children of 13 years old and above are considered as adults in that case.

## 7. Visitations

- **Visitations' duration is of 45 minutes.** Inmates can put on a request to the chief of the visitations department to ask for a double visitation time.

*On the day of visitation:*

- It is strongly advised to **arrive at least 45 minutes before the actual visitation time.** The prison administration requests visitors to enter 30 minutes before visitation time. If you are late, your access to the visitation room will be denied.

You will need to show an identity document at the prison entrance

- People who are fitted with metallic equipment like prosthesis or cardiac defibrillator must bring along a medical certificate as the metal detector at the entrance of the prison will go off at any trace of metal. If you enter with crutches you will also need a medical certificate. You will also have to go through a manual metal detector.

- The visitors arriving on a wheelchair will have to be transferred to one of the prison's wheelchair for the duration of the visit.

- Pushchairs are not allowed in the prison's premises

- **If you make the metal detector go off three times in a row, you will not be allowed to the visitation room.**

**Beware:** Metal underwired bras, belts, jewelry, coins, certain types of shoes, any presence of metal can trigger the metal detector.

- Kids can enter with a plastic bag, a feeding bottle, a snack and one diaper.
- Only sealed bottles sold at the vendor machine of the "abri de familles" are allowed inside the premises.
- It is **forbidden** to bring in any object to the visitation room (food, drinks, tobacco, phone, money...). Photos and some documents are sometimes allowed according to the decision of the prison guard on the day of visitation.
- **The visitation permit can be suspended or annulled** if the prison guards find a forbidden item on the incarcerated person or the visitor. Legal prosecutions can also be undertaken against both the inmate and the visitor

**To be noted:** The prison's visitation rooms can be subject to the judicial police and customs patrol controls; they can bring along police dogs.

- **All inmates are systematically submitted to a check before and after visitation.** These controls can vary from a simple up to a full body search.
- **All conversation in the visiting room can be listened to.**
- **You must allow about 2 hours spent in the premises of the prison for about 45 min of visitation time.**

*Frequency of visitations:*

- The incarcerated that have been convicted have got the right to one visitation per week. On written request to the director it is possible to obtain two visitations a week.
- The inmates awaiting a trial or an appeal can have access to 3 visitations per week.

## CONTACTS

### **Maison d'arrêt de Toulouse-Seysse**

Rue Danièle Casanova  
B.P 85 - Seysse  
31603 MURET Cedex

Reception : 05 61 56 68 68  
Bureau de gestion de la détention : 05 61 56 68 55

Régie : 0561566812  
0561566823  
0561566824  
SPIP : 0561566815

For a visitation permit for convicted people :

*Directeur du Centre pénitentiaire de Toulouse Seysse*  
*Demande de permis de visite*  
Rue Danièle Casanova  
BP 85 SEYSSES  
31603 MURET Cedex

### **Tribunal de Grande Instance de Toulouse (High Court):**

For a visitation permit of incarcerated people with the statute of defendant :

*Demande de permis de visite prison*

Tribunal de Grande Instance  
2, Allées Jules Guesdes  
BP 7015  
31068 Toulouse Cedex 07  
Tél. : 0561337000

### **Cour d'Appel de Toulouse (appeal court):**

For a visitation permit of incarcerated people awaiting an appeal :

*Demande de permis de visite prison*  
Cour d'Appel  
3, Place du Salin  
31068 Toulouse Cedex 07  
Tél. : 0561337474