**Writing letters:**

Inspection of incoming letters shall regularly occur by opening them.

You shall give the letter you write to the reintegration officer in an unsealed envelope. In the interest of maintaining the institution’s order, the institution may refuse to pass on mail, you shall be notified of anything that is being held.

Letters you write, as well as those you receive, unless otherwise provided by law, shall be sent on or posted by the second work day, at the latest.

Personal letters written or received in a language other than Hungarian, in the case of security inspection, the institution shall send on the letter to the addressee, or deliver it to you, within four days.

Letters may be inspected for security reasons, the goal of which is to maintain the security of the prisoner, prevent acts that breach or endanger that security, as well as to determine if the letter contains an object or information that endangers security. During inspection technical (chemical) equipment and specially trained dogs may be used.

We do not inspect the written contents of letters with the authorities, international organizations, effected foreign services or defense lawyers.

If there is a good reason to suspect that the letters are not from the authorities, international organizations, effected foreign services or defense lawyers listed on the envelope, the letter shall be opened in your presence, and shall include preparation of written minutes. The inspection shall only serve to identify the actual sender.

Form the point of view of letter inspections, those organizations shall be considered international organizations, whose activities extend to inspection of human rights availability.

**May be considered an authority:** organizations of the state, organizations providing public administration, other organizations operating with a legal basis in public administration, county government offices and administrative organizations, county courts, courts of law, appeals courts, legal committees, the supreme court, the prosecutors’ offices, the justice organizations, the military, security forces, national security organizations and local municipalities.

**May be considered an international organization:** the European Court for Human Rights, the Committee against Maltreatment and Torture (CPT), the Human Rights Committee of the United Nations and the United Nations Committee against Maltreatment.

**The requirements for authorities and international organizations must be followed even in the cases of the following organizations and individuals,** if the prisoner sends a letter in a closed envelope: the office for fundamental rights, the National Office for Freedom of Information and Data Protection, foreign representative offices, the warden and the State Headquarters for Prison Authorities.

If you do not have money in escrow, you may send a letter to a relative, once a month, at the cost of the institution, or instead, at your request, to an authority, an international organization having recognized jurisdiction through international agreement written in law, the commissioner for fundamental rights, as well as to a national prevention mechanism organization or to a work colleague will be forwarded by the incarceration institution. In all other cases the burden for the cost of postage shall be on you.

**Visitation:**

 Please inform your relatives of the following!

* visitors entering the incarceration institution property place themselves under the authority of the rules determined by the warden;
* they must have documents that prove personal identification;
* at the time they enter the property they cannot be under the influence of drugs or alchohol;
* they may not enter the institution property with equipment that poses a danger to security (guns, items that can be used to cut or stab, etc.);
* at the time they arrive they must pass through a metal detector and their clothes can be checked with a hand-held metal detector.

Failure to pay attention to, or refusal of, the above-listed information can result in the refusal of entrance. If your relative has a pacemaker, it must be reported at the entry area.

Visits may be interrupted if you or your visitor break the visitation rules and refuse to stop even after receiving a warning.

The visit must be interrupted if the behavior of you or your visitor directly threatens or endangers the institution’s security.

Those persons must be excluded from visitation who have been restricted by the court or the prosecutor in the interest of the success of an ongoing criminal proceeding, as well as those persons whose behavior, based on the information available, is a danger to the institution’s security.

The visit shall take place at a table, detailed rules differ between institutions so please ask for information from the reintegration officer.

If the visit occurs through a security booth: in the case of stricter security, or separation for security purposes, or based on other regulations.

Depending on the rules of your regime, you may have up to four people visit at the same time, at least once a month for sixty minutes per occasion but for no more than ninety minutes per occasion.

If you have a relative being held in a different incarceration institution, they may visit, or you may, with the mutual approval of the two institutions’ wardens.

At your request, though rarely approved, and with the mutual approval of the wardens of the two institutions, in the interest of the visit occurring, the visit may occur at the institution closest to the visitor’s place of domicile, with the prisoner(s) being transported there.

Visit of a contact person from abroad may be permitted without waiting. It is still, however, recommended to preliminarily agree on the visit time, especially considering the institution’s visitation policies, in order to avoid unnecessary waiting.

**Visits outside the institution’s property**

You may be permitted to meet a visitor outside the institution’s property, depending on the provisions pertaining to your incarceration rating and regime, which may occur for at least two hours per occasion.

* Meeting a visitor outside the institution’s property may be permitted for prisoners who have already served at least one-third of their time for incarceration, in jail at least one year, in prison at least six months, and in a detention center at least three months, or has been placed in temporary custody.
* For the time of the visit outside the institution’s property the incarceration institution’s warden may approve spending money for the prisoner, to be paid from the prisoner’s escrow account. The time for visits outside the institution’s property is included in the time served.
* In the case of meeting a visitor outside the institution’s property, the prisoner may only leave the institution’s property after the visitor arrives.

**Packages:**

The weight of the package cannot be heavier than five kilograms, except if the package contains clothing, medicines or medical devices.

If the weight of the package is - except for the packages that contain clothing, medicines or medical devices - above the amount tolerated for the weight scale (5500 grams), then the package will be returned to the sender.

The packages that contain clothing, medicines or medical devices have no determined maximum limit in their weight.

We keep a record in the incarceration basic registry of all necessary data about the packages that arrive to or are returned from the incarceration institution.

In the packages that contain clothing, medicines or medical devices, food, tobacco products or hygienic products cannot be included.

The incarceration institution cannot accept packages to be forwarded or sent on which do not contain the information of the sender's name and address.

The package will be opened and its content will be checked in your presence. Products you are not allowed to keep, if found in the package, will be held for you, at your cost, or will be sent back to the sender.

If it is not possible to hold the item or to return it to the sender, then the object will be destroyed and this fact will be recorded.

If you would not like to receive packages, then you must make it possible for the purchases necessary to fulfill your personal needs to be purchased on the debit of your escrow money, instead of being received by package.

If you receive packages from outside Hungary, then the costs of customs, postage and any other cost will be charged to you; these costs can be taken over by the assigned representative. If you don't have an escrow account and the assigned representative may not take over the costs, the institution can prepay the cost if you agree to the debt.

If you would like a member of the foreign service to visit you in the institution, or for him or her to send a package or money to you, then the institution will forward your request without delay.

In this case, the number of visits and packages sent is not restricted; the time of the visit - if it is not during general visiting hours - has to be previously agreed between the assigned representative and the warden.

**Phone usage:**

You are allowed to phone usage based on the provisions determined by your incarceration rating and regime.

Pursuant to the rules of the institution, you can use the phone device provided by the institution, at your own cost.

The phone usage can be inspected, except in the case of the assigned representative and lawyer, and the conversation on the phone can be cut off for safety reasons, if required.