

**FOR FAMILIES INFORMATION BOOKLET**

**Centre Pénitentiaire NANCY-MAXEVILLE-54**

**ASSOCIATION LE DIDELOT**

**Ass.didelot@laposte.net**

## **At your first visit**

**In this waiting-room and with the partnership of the GEPISA staff**

**The welcoming volunteers of the DIDELOT association  
are présent to accompany you, to support you, to give you further  
information , to encourage you in these hard moments and to help you to  
hold firm.**

**These volunteers are also at your disposal to listen to you.**

## **Opening Hours**

**From Tuesday to Sunday : 7 .30 a.m – 5.15 p.m non stop**

**In this place you will find:**

- > Terminals to make appointments with your incarcerated relatives**
- > Washrooms and a space to change disposable nappies**
- > a hot and cold drink vending machine .**
- > a space for kids**

## **USEFUL ADDRESSES**

Centre Pénitentiaire de Nancy-Maxéville  
Service Parloirs  
300, rue de l'Abbé Haltebourg  
80009 Maxéville  
54035 – Nancy Cedex

<b>To reserve a visiting time</b>	N° vert 0800 024 800
For persons calling from abroad	03 83 89 89 89
<b>Phone number of the Prison</b>	03.83.93.72.20
<b>Social Services (SPIP)</b>	
Penitentiary service for integration and probation	03.83.93.72.34
<b>Prisoners taken to hospital (UHSI)</b>	03 83 15 49 78
<b>The Didelot association Website</b>	<a href="mailto:ass.didelot@laposte.net">ass.didelot@laposte.net</a>

## **Visiting permits**

**Your first procedures to organize your visiting times**

**In WRITTEN form to the Centre Pénitentiaire : see page 3**

According to the penal categories of prisoners the permits are delivered by :

**For charged prisoners – before trial**

- ▶ **The examining Magistrate in charge of the preliminary inquiry**
- ▶ **The Attorney General (immediate Court appearance)**
- ▶ **The Director of Public prosecutions at the Court at Appeal (Appeal – Final Court of Appeal – Court of Justice)**

**For convicted prisoners**

- ▶ **The Prison Manager**

**Supporting documents to be provided by families**

- > **Photocopy of the ID card (both sides)**
- > **Written proof of a kinship with the prisoner**
- > **Two passport photographs**
- > **Request form to get a permit with a proof of this request**
- > **For teenagers who are less than 13, please enclose two passport photographs and authorization form by the person in charge of the parental duties if he or she does not accompany the child**
- > **Other persons may benefit from a visiting permit if this helps the social or professional integration of the prisoner**

**By e-mail**

**Please log on : [www.justice.gouv.fr](http://www.justice.gouv.fr)**

## **WAYS OF RESERVING VISITING TIMES**

**-Phone at the latest 72 hours before the visit or at the earliest 3 weeks before the visit**  
**0 800 024 800**

**or**

- Reserve your appointments at the terminals in the family welcoming house with your card**
  - at the latest 72 hours before the visit**
  - at the earliest 3 weeks before the visit**
- For prisoners in hospital, reserve by phone to the U.H.S.I.**  
**03 83 15 49 78**

**When reserving by phone or at the terminals you MUST specify the name of each visitor who is to come to the visit**

## **LENGHT OF TIME FOR VISITS**

**Remand Centre (Maison d'Arrêt ): 55 minutes**  
**Prison ( Centre de détention) : one hour and 25 minutes.**

**3 adults and 2 children maximum at a time. The visiting times may be extended on written request by the prisoner .**

**If you don't wish to take your children along with you (from 3 to 10 years old) you may ask the GEPSA staff to look after them when you reserve your visiting time.**

## **FAMILY LIFE UNITS**

This measure is in line with the policy of protecting family connections. This reception facility offers sentenced prisoners a chance to have their relatives to stay with them for a few hours, without control, in a furnished flat within the penitentiary but outside the wings.

### **First concerned**

- Sentenced prisoners who can't benefit from leaves or sentence adjustment.
- The access to family Life Units (UVF) can nevertheless be granted to other categories of prisoners after trial according to their family or personal situations and according to their imprisonment course.

### **Application form**

To access Family Life Units you must give a double application form

- 1- One by the prisoner
- 2- The other by the person or the persons who wish to visit him. These persons must be in possession of a visiting permit.

**The SPIP is in charge of answering the application form**

**03 83 93 72 34**

<b>TIME-TABLE of THE VISITING TIMES REMAND CENTRE FOR CHARGED PRISONERS (MAISON D'ARRET PREVENUS M.A.P.)</b>							
<b>MORNING</b>	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday and Holiday	Time-table C.D.
8.15 / 9.15	MAP		MAP		MAP		
8.45 / 9.45		MAP		MAP			
9.45 / 10.45	MAP	MAP		MAP			
10.15 / 11.15	MAP						
<b>AFTER NOON</b>							
1.30/ 2.30	MAP		MAP				
2 / 3	MAP		MAP				
3 / 4		MAP		MAP			
3.30 / 4.30		MAP		MAP			

**MAP = Prévenus. MAC = Condamnés. MAF = Femmes. CD = Centre de Détention**

The visiting times on Saturdays (MAP-MAF-MAC) are reserved for persons who can't travel during the week because of their jobs



<b>TIME-TABLE OF THE VISITING TIMES</b>							
<b>REMAND CENTRE FOR SENTENCED PRISONERS (MAISON D'ARRET CONDAMNES M.A.C.)</b>							
<b>MORNING</b>	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday and Holiday	Time-table C.D.
8.15 / 9.15		MAC		MAC			
8.45 / 9.45	MAC		MAC		MAC		
9.45 / 10.45			MAC				
10.15 / 11.15		MAC	MAC	MAC			
<b>AFTER NOON</b>							
1.30 / 2.30		MAC		MAC			
2 / 3		MAC		MAC			
3 / 4	MAC		MAC				
3.30 / 4.30	MAC		MAC				

**MAP = Prévenus. MAC = Condamnés. MAF = Femmes. CD = Centre de Détention**

The visiting times on Saturdays (MAP-MAF-MAC) are reserved for persons who can't travel during the week because of their jobs

<b>TIME-TABLE OF THE VISITING TIMES</b> <b>REMAND CENTRE FOR CHARGED WOMEN'S WING (MAISON D'ARRET FEMMES M.A.F.)</b>							
<b>MORNING</b>	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday and Holiday	Time-table C.D.
8.15 / 9.15							
8.45 / 9.45					MAF		
9.45 / 10.45							
10.15 / 11.15		MAF	MAF	MAF			
<b>AFTER NOON</b>							
1.30 / 2.30							
2 / 3							
3 / 4							
3.30 / 4.30							

**MAP = Prévenus. MAC = Condamnés. MAF = Femmes. CD = Centre de Détention**

The visiting times on Saturdays (MAP-MAF-MAC) are reserved for persons who can't travel during the week because of their jobs

<b>TIME-TABLE OF THE VISITING TIMES</b> <b>Romand centre for charged Prisoners (Centre de Détection C.D.)</b>		
<b>TIME TABLE</b>	<b>SATURDAY</b>	<b>SUNDAY and HOLIDAY</b>
<b>8.15 / 9.45</b>		<b>CD</b>
<b>9.00 / 10.30</b>		<b>CD</b>
<b>9.45 / 11.15</b>	<b>CD</b>	<b>CD</b>
<b>1.30 / 3</b>	<b>CD</b>	<b>CD</b>
<b>2.15 / 3.45</b>	<b>CD</b>	<b>CD</b>
<b>3 / 4</b>	<b>CD</b>	<b>CD</b>

**MAP = Prévenus. MAC = Condamnés. MAF = Femmes. CD = Centre de Détection**  
**The visiting times on Saturdays (MAP- MAF- MAC) are reserved for persons who can't travel during the week because of their jobs**

## **ACCESS TO THE VISITORS' ROOM**

**The access to the visitors' room is conditional on safety measures .**

**After getting your visiting permit**

- You must give a valid ID card**
- You must pass under the security gate to avoid particularly letting in such things as weapons, cellular phones or USB, flash drives.**
- You must lay your bag of clothes on the conveyor belt detecting prohibited products or items.**

**Exchanging objects during the visiting time is forbidden.**

**It is also forbidden to smoke, drink, eat during the visiting time.**

**Baby bottles for babies and very young children are controlled beforehand.**

## **What happens when you get to the Penitentiary Centre?**

**The incarcerated person receives :**

### **1- A kit composed of**

- Two blankets
- Two sheets, one pillow case, one pillow, one mattress cover.
- Two towels and two washclothes, one table napkin, one tea towel.
- A clothing pack with : underwear, socks, T-shirt, tracksuit.
- A tray with one plate, one glass, one bowl and knife, fork and spoon.

### **2- A toilet bag for newcomer with :**

- A toothbrush, toothpaste, shaving foam, one soap bar, five disposable razors four rolls of toilet paper, one bottle of shower gel one bottle of shampoo, one comb, one pair of nail-clippers, one pack of tissues .

### **3-Housework materials**

- Washing up product, detergent for the floor, cleaning cream, bleach, one sponge, one floorcloth, dustbags.

**The incarcerated person is given an information booklet for newcomers and has a family, job and health checkup with the social services.**

## **ADMISSION OF AUTHORIZED CLOTHES AND ITEMS**

The admission of authorized clothes and items takes place once a week during visiting times.

The whole set must be placed inside a plastic bag marked with the prisoner's name.

For the new comers, rights are allowed to deposit only one bag with the prisoner's name.

The checklist of authorized items is at your disposal at the GEPESA staff in the welcoming house.

A special mailbox in the welcoming house is at the disposal of children who would like to give their drawings to their imprisoned parent.

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Toys, books and games may be at the disposal of children during the visiting time, in this case the imprisoned parent should ask the prison guards before hand.

## **ADMISSION OF DOCUMENTS RELATING TO FAMILY LIFE**

**From now on the relatives are allowed to bring with them – for consulting only- documents relating to family life.**

**These documents to be read must be strictly connected to family life and must be shown at the entrance and at the exit.**

**If the family requests the delivery of these documents to the prisoner, they must beforehand request in written form the authorization from the Prison Manager.**

**If the authorization is given, the delivery of the documents should be done during the visiting time.**

## **THE PRISONER'S HEALTH**

**If after your visit you fear for your relative's health, you may draw attention to it by asking for a form from the welcoming staff.**

**After filling in this form, please drop it in one of the three mailboxes at your disposal thanks to the Penitentiary Administration.**

- one in the entrance room of the visitors' room.**
- one in the exit room of the visitors' room.**
- one in the welcoming house for families (dark green mail box).**

**This form will be forwarded to a member of the penitentiary staff in charge of dealing with your cases.**



**CHAPLAINCY INSIDE THE PENITENTIARY CENTRE**

**Catholic Chaplain          Patrick LINCK**

**Muslim Chaplain          Mohamed ELFATIHI**

**Protestant Chaplain      Christophe PACHOUD**

**To get in touch with them, you may write in for information to :**

**Aumônerie du Centre Pénitentiaire  
300, rue de l'abbé Haltebourg  
80009 – MAXEVILLE  
54035 NANCY CEDEX FRANCE**

**OVER WALL WORDS  
PAROLES D'OUTRE MURS**

Messages from prisoners family and friends will be read on this frequency every sunday .

From 6 to 7.30 p-m  
FAJET 95.2 FM

**To leave your messages**

**Phone on Sunday**  
From 5.30 to 7 p-m  
at 03 83 37 56 09  
at 03 83 35 22 62

Write to  
FAJET 47 rue Charles III  
54000 NANCY

Send an e-mail  
(before Friday at 12)  
paroles@fajet.net



**Week-ends can be long...**

**There's a nice way**

**To send a message**

**To tour relative**

**Did you know that ?**

**The purpose of this information is to make everything as easy as possible during visits.**

**Week after week, it is essential for all that family and friends to stay in touch with your relative.**

**All these meeting times are as many ways for the prisoners their families and friends to**

**HOLD ON , KEEP GOING AND BE HOPEFUL !**

October 2010