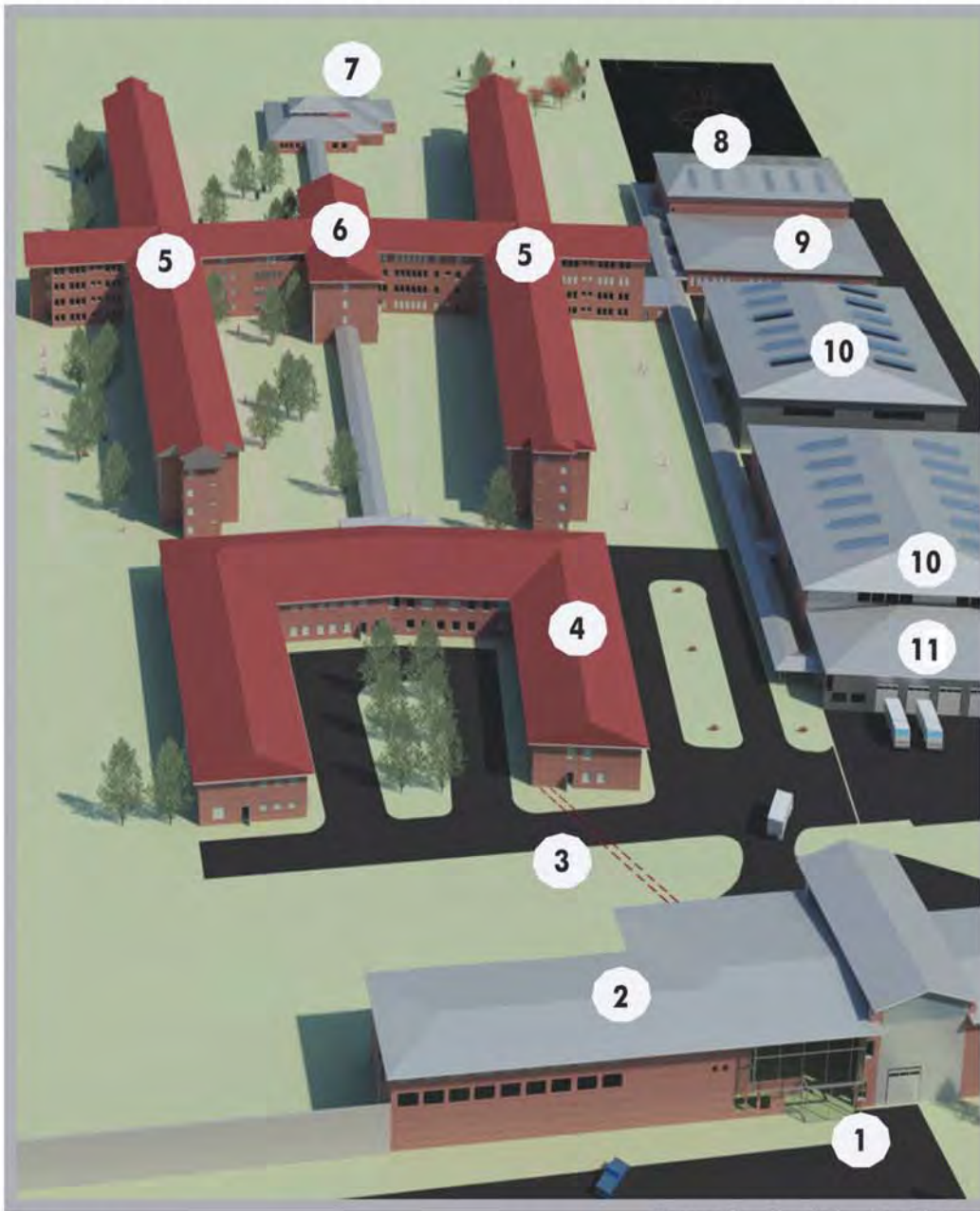


Übersichtsplan JVA Düsseldorf in Ratingen (neue »Ulmer Höh«)



Visualisierung: Bilfinger & Berger; Quelle: www.bib.nrw.de; Bearbeitung: ws

Legende

- 1 = Besuchereingang / Außenpforte
- 2 = Besucherkontrolle + Verwaltung
- 3 = Besuchertunnel
- 4 = Besuchsabteilung + Zahlstelle
- 5 = Hafthäuser

- 6 = Seelsorge, Fachdienste, SanRevier
- 7 = Kirche und Begegnungszentrum
- 8 = Sport
- 9 = Küche
- 10 = Werkstätten
- 11 = Fahrbereitschaft

Arrested How & who?

VISITS
LAWYER
MAIL
SHOPPING
etc.

MONEY
COMPLAINTS
APPLICATIONS
REGULATIONS



Contents (Inhaltsverzeichnis)

1. Address (Anschrift)	4
2. How to inform relatives (Angehörige informieren)	4
3. Cell card (Zellenkarte)	4
4. Cell (Haftraum, Zelle)	4
5. Clothing, sportswear and private clothes (Kleidung)	5
6. Daily and weekly routines (Tages- und Wochenablauf)	5
7. Material for writing, stamps (Schreibmaterial, Briefmarken)	6
8. Applications (Anträge)	6
9. Shopping facilities, social money for prisoners without money (Einkauf)	6
10. Money, account, bank transfers (Geld, Hauskonto, Überweisungen)	7
11. Letters, censorship (Briefe, Kontrolle)	8
12. Telephone calls (Telefonate)	9
13. Judicial permissions for prisoners on remand (Genehmigungen)	9
14. Visits, visiting hours, approach (Besuch/szeiten, Wegbeschreibung)	9
15. How to find a lawyer (Verteidiger, Rechtsanwalt)	10
16. Judicial officer (Rechtspfleger)	11
17. Medical service (Medizinische und ärztliche Versorgung)	11
18. Employment and payment (Arbeit und Entlohnung)	11
19. Social services (Sozialdienst, Psychologischer Dienst)	12
20. Pastoral care, protestant and catholic social service (Seelsorge)	12
21. Internal Responsibilities (Ansprechpersonen in der Anstalt)	13
22. Groups (leisure, religion, education, social services, foreigners)	15
23. Library (Medienzentrum, Gefangenenbücherei)	16
24. Detergents and washing accessories (Hygiene)	16
25. Exchange of towels, tea towels and laundry (Wäschetausch)	16
26. TVs, radios and other electrical devices (Elektrogeräte)	16
27. Musical Instruments (Musikinstrumente)	17
28. Patchwork and picture paintings (Basteln und Malen)	17
29. Release of property stored in the depository (Kammer)	17
30. Subscription to papers and magazines (Zeitungen, Zeitschriften)	17
31. Supplementary clothing for trial and other occasions	17
32. Protection of luggage (Gepäck- und Habesicherung)	18
33. Barber (Frisör)	18
34. Preparation for release (Entlassungshilfe)	18
35. Citizens advisory committee (Gefängnisbeirat)	18
36. »Ombudsman« (Justizvollzugsbeauftragter)	18
37. Prisoners advisory committee (GMV)	18

Useful words English-German **Page 19** // **Back page:** Overview prison-area

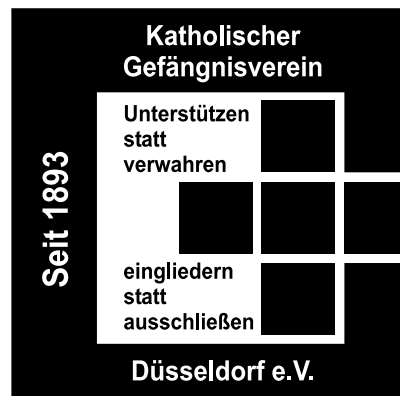
To all concerned:

The editorial staff of **Ulmer Echo** has made an effort to identify and answer, potential questions that may arise during your initial adjustment period at this institution. The information on this manual will guide you through the proper channels in order to resolve most of the issues you'll encounter.

Surely, you can also ask for help from your fellow inmates, but keep in mind that not everyone, willingly provides accurate and uninterested assistance.

Please protect your property and your privacy at all times!

*Please note: The information provided on this booklet is subject to change.
Please keep up with updates.*



Erstellt vom

ULMER ECHO

Gefangenenmagazin aus der JVA Düsseldorf »Ulmer Höh'«

Herausgeber: P. Wolfgang Sieffert OP

Träger: Katholischer Gefängnisverein Düsseldorf e.V.

Oberhausener Str. 30, 40472 Ratingen

www.ulmerecho.de

1. Address (Anschrift)

As long as you are on these premises, your address is:

Oberhausener Str. 30

D – 40472 Ratingen (Germany)

phone JVA: +49(0)211-9388 2-0 (department of visits: -152 other -153)

Be aware that it is very unlikely to get hold of an English speaking operator within an acceptable period of time!

Please consider that there might be a time difference between your native country and Germany.

2. How to inform relatives (Angehörige informieren)

In case your relatives or friends have not yet been informed about your imprisonment, you have the opportunity to do it by phone. Please write an application to the social worker of your section for assistance. We recommend that you send a short written message including all personal details to the embassy of your country. This might save you some time, because it can easily take a few days before the official notice of the German authorities reaches their offices. Please ask the social worker for the address of your embassy.

3. Cell card (Zellenkarte)

For internal identification purposes a cell card has been issued to you on entry. As a prisoner on remand you hold a white otherwise a blue one. Please carry it always with you, because you might have to show it to declare your status or registration-number (store, doctor, etc.).

4. Cell (Hafraum, Zelle)

You have the right to claim a cell of your own.

The establishment can refuse single accommodation in case of special medical or psychological reasons. In the absence of these reasons, double cells are occupied with it's occupant's consent. In your cell you may keep some personal items (for clothes see no. 5): each person may have maximum 25 media (books, cd's, dvd's) including the items you borrowed from the media centre (Medienzentrum). Specialized literature needs a permit by the division supervisor. In addition, you are allowed a Bible, a Koran or other religious books and media. At the information board of your section you can see the list of permitted electrical devices. Pictures are only allowed to be fixed on the wall-hanging cloth provided in each cell. Cleaning tools (broom, bucket, cloth, rubber floor wiper, scrubbing brush) are distributed by the house

worker (Hausarbeiter) upon request. The loudspeaker next to your door can be used as an intercom in case of emergency. **Smoking is only** permitted in your cell, in the leisure room («Freizeitraum») and in the yard.

5. Clothing, sportswear and private clothes (Kleidung)

As a sentenced prisoner, you'll receive standard issue clothing and you have to wear it. Limited private items are allowed: e.g. underwear, socks, sports shoes, bathing shoes and cap. Please inform yourself which are the approved items at your division.

Only **prisoners on remand** are permitted to wear their own clothing although as an option, everyone can request to receive prison gear (jail clothes) on entry. Private clothing and prison gear are not allowed to be worn mixed. For further information please ask your section officer.

To receive private clothing. At the beginning of your imprisonment it is allowed to receive clothing from outside; either by application and handling over during visiting hours or as a parcel sent to you with the «Wäschepaketmarke». Once per calendar year even after being sentenced, you can replace your wardrobe by receiving a package from outside, either via your family or from a catalog purchase (only selected items) obtained from the prison library, in either case, your old items will be discarded by the prison. There is no possibility to change dirty laundry with outside. Laundry can only get washed in jail using wash coins («Waschmarken») which can be bought by application from your section officer.

6. Daily and weekly routines (Tages- und Wochenablauf)

- **On weekdays**, wake-up call and presence check is at 6:00. On weekends and Holidays at 8:00

- Workers move out at 7:00. All others have the option to take a walk in the yard for an hour during the scheduled «free hour» (Freistunde) or spend sometime in the leisure room (Freizeitraum). Consult with the officer in charge for times and availability.

- Showers are open twice a week unless you are on work assignment or coming back from a sport's activity, in which cases you are entitled to it upon your return to your section

- Towels, hygiene articles and prison issued clothing are exchanged weekly. Check for exact days and specific items with the House worker. Bedding is changed every two weeks and wool blankets every three months.

- Lunch is served daily between 11:30 and 12:00. Weekdays, dinner / breakfast is served between 16:30 and 17:00 and on weekends and holidays between 14:30 and

15:00 in the afternoons.

- Visits among inmates (Umschluss) are permitted between 18:30 and 20:30 during weekdays except on Wednesdays, but only to cells located within a common section.

- Sports activities are available up to three times per week for an hour at a time. Please write and send your request (Antrage) to participate to the Sports Coordinator)

7. Material for writing, stamps (Schreibmaterial, Briefmarken)

You can obtain stationery, like stamps, envelopes, application forms and the blue cover envelopes for prisoners on remand daily, if you ask for it at lunch or dinner time. In case you do not have money booked on your internal account, you can apply to receive a monthly quantity of five stamps as a social benefit. The section warden will assist each newcomer to get a ball pen, if necessary.

8. Applications (Anträge)

It is necessary for everyone to present any request in written form. Please just one request per application form and please, make sure to use readable handwriting. If your knowledge of German is insufficient to write an application, please ask a fellow German inmate for assistance. Your application must include your name, your date of birth, your status, your section, cell and registration number on it.

9. Shopping facilities, social money for prisoners without money (Einkauf)

Twice a month all inmates with funds in their account have the possibility to buy food and other goods up to the amount of money shown on their purchase-list (Einkaufsschein), which is handed out on Wednesdays before shopping. On the backside of this paper the numbers of the items you want can be filled in. The list of available items for purchasing will be given to you as well. Special offers can also be found on this list. On shopping Saturdays the ordered articles are delivered in boxes and payment is debited directly from your account.

The actual days of shopping are displayed on the info board of your section and can be found in the annual calendar of **ULMER ECHO**.

Prisoners on remand (Untersuchungsgefangene) are entitled to purchase goods up to a maximum amount of € 210,- per month from their «Eigengeld» accounts.

As a **convicted prisoner** (Strafgefangener) you are entitled to shop from your «Hausgeld» only, which is a % of the money you earn for work performed while in cus-

tody and which is not added to your release funds (Überbrückungsgeld). If you find yourself unemployed through no fault of your own, you can still make purchases to shop with your own money («Eigengeld») for up to € 74, the first time («Zugangseinkauf») and for all following months for up to € 49. If your status continues to appear as unemployed and you still want to use your own money for purchases, you must repeatedly apply every month there after (Umbuchung «Eigengeld» auf «Hausgeld»). If after 6 months without fault of your own, you are still unable to work, that amount goes back up to € 69,84 € per month. Write an application to the «Zahlstelle» with the notice «erhöhter Satz».

If you neither have employment (for no fault of your own) nor have funds of your own, pocket money (Taschengeld) can be granted upon application. The current rate is € 1,63 per working day. Payment takes place subsequently for the previous month. Attention: You have to apply for this pocket money every month again!

Social money (Sozialgeld) for prisoners on remand without means: Prisoners on remand, who neither have work (without fault of their own) nor have own funds may possibly get social aid money by an application to the section service (Abteilungsdienst) or to the division supervisor (Bereichsleitung). This application is sent to the social welfare office (Sozialamt) of their home city if they had been registered in Germany. For further conditions and an application form ask your section warden, who is qualified to assist you in filling it in.

10. Money, account, bank transfers (Geld, Hauskonto, Überweisungen)

Cash money in prison is not allowed. The institution keeps a house account (Hauskonto) for every prisoner. There are three different kinds of money on your house account: They are called «Hausgeld», «Eigengeld» and «Überbrückungsgeld». Prisoners on remand (Untersuchungsgefangene) are entitled to purchase goods up to a maximum amount of € 210, per month from their «Eigengeld» accounts.

Sentenced prisoners can only use their own money (Hausgeld) for shopping. The use of the «Eigengeld» account by sentenced prisoners is limited to certain articles only. Saving accounts (Überbrückungsgeld) is money saved from wages earned while incarcerated and held until the time of the inmates release. The limit of this amount is fixed by the prison authorities. You will not have this money at your disposal during imprisonment, but it also cannot be confiscated.

Deposits

Money can **only** be deposited on your «Hauskonto» **by transfer:** cash deposits from outside the prison are not possible. If you have funds transferred from outside, those funds must have been credited into your account **at least two days in advance of**

shopping day to be available in time.

Please use the following address and bank account:

JVA Düsseldorf, Oberhausener Str. 30, D 40472 Ratingen

IBAN: DE 9837 0100 5000 1069 2508

BIC: PBNKDEFF (Postbank Köln)

Notice: All payments and transactions must contain the **receivers surname**, first name and date of birth and a **purpose!** The inmate will get a receipt after money is credited to his internal account. Bank transactions can take up to 8 days until funds will be credited to your internal account. There is NO possibility of cash deposits into your accounts at the prison cashier office!

There is no sense to transfer money to sentenced prisoners, cause they can only use the money earned working in jail (Hausgeld) for regular purchases. **exception: (freies Eigengeld)** To buy electrical equipment such as DVD-Players, Radios, Razors, Water Heaters, etc.

Outgoing transfers (e.g. in order to support your relatives) can only be made by wire transfer and can only be sent from the «Hausgeld» or the »freies Eigengeld« accounts. Please ask your division supervisor for a permission form. Please fill in **legible!**

If you are in prison and **owe a sum** of money that must be paid in cash, you can have a friend or relative come and do so at the gate (Geldstrafen).

The cash in Euro you carried when arrested will be credited to your «Hausgeld» account, if it has not been confiscated by the courts. Foreign currency is stored together with your property in the depository (Kammer). If you want to get hold of it, you have to apply for permission to exchange it. (Prisoners on remand from their court).

11. Letters, censorship (Briefe, Kontrolle)

- Inmates are entitled to send and receive an unlimited amount of letters, unless otherwise ordered by the courts. Those who have a **judicial order of censorship**, must enclose their letters in the **blue cover envelopes** provided at their sections, seal them and hand them over to the officer in charge. These blue cover envelopes must show; name of inmate, date of birth, file number, court, date and amount of sheets it contains. On the back side, the names of all addressees must be written.

- **Regular mail** for all other inmates without these court restrictions are subject to censorship as well, but they are monitored by the prison authorities. Use the regular **white envelopes** and hand them **unsealed** to the section warden at collection time.

- **Excluded from censorship** are all legal communication directed to and from the individual's registered attorney, but they must be marked «Verteidigerpost». Also exempt are letters addressed to the Courts, MP's (Members of Parliament), the Petition

Committee Advisory and the European Commission for Human Rights.

- Parcels are not allowed

- Mail will be collected only on weekdays

- Stamps can be purchased (Einkauf) on any scheduled shopping day

12. Phone calls

Mobile phones are strictly forbidden. For prisoners on remand who does not have a court imposed restriction, phone calls may be granted upon request by sending an application and only when the officer in charge has the time to sit and supervise the call. There is absolutely no claim to it. These calls are not unlimited nor free. If granted permission, you must bring with you a pre-paid calling card, which are available for purchase on shopping days.

In case of emergencies that can not be taken care of by mail, talk to your section officer and he will try to find a solution to your problem.

13. Judicial permissions for prisoners on remand (Genehmigungen)

In certain cases, individuals are ordered by the judge, to have permission from the court (Untersuchungshaftvollzugsgesetz), before they can be allowed to work, make phone calls, get visits, take part in groups, sports and other events. In the absence of these restrictions, please feel free to apply to participate in any and all of these activities.

14. Visits (Besuch)

Current visiting hours

Prisoners on remand (U-Haft)		Convicted prisoners (Strafer)	
Tuesday	11:00 – 14:15 14:45 – 19:15	Wednesday	08:00 – 12:15 13:00 – 16:15
		Thursday	08:00 – 12:15 13:00 – 16:15
Friday	08:00 – 12:00	Friday	13:00 – 16:15
		Saturday	08:00 – 15:00

All times stated are times of first and last entry.

All visits to prisoners are possible by prior arrangement only

by phone: 0211 (international: +49211) 93882-151 or -152

during the following times

Monday 9h-15h, Tuesday 11h-19h, Wednesday/Thursday/Friday 8h-16h

or by e-mail: besuch@jva-duesseldorf.nrw.de

(Fax only for authorities and lawyers: -153)

Visitors must **present a valid ID or passport** and arrive at least 30 minutes before the scheduled appointment to **facilitate search and processing** without eating into their allotted time of a **max. of 60 minutes per visit**. If visitors arrive more than 15 minutes late, entry will be denied.

* Prisoners are allowed to receive **up to 4 persons at a time** including children (0-14) whom must always be accompanied by an adult. Children 15-17 can visit by themselves but they need to bring a letter signed by their legal guardians. An additional extra hour, twice a month, can be granted upon application if the additional visits include **your own children (age 0-17)**.

* All prisoners have a legitimate claim to **2 hours visit per month**.

* It is **forbidden to bring anything from the outside** into the visiting lounge (unless items pre-approved and authorized by the prison or by the courts).

* Visits take place in a common lounge.

* As long as there is room in the visiting lounge, the officer in charge can extend, at his discretion, the amount of time allowed for that particular visit

* **Long time visits** (Langzeitbesuche) can be approved only after at least six months of the inmate having been incarcerated at this institution. These visits will not count against the monthly quota of 2 hours.

* For visitors who **travel long distances**, their pre scheduled visiting time can be prolonged for more than the 60 minutes in regulation. Please take the necessary steps ahead of time, to let the prison authorities know the details.

* Relatives, who qualify for «Hartz IV», can present **travelling expenses needs** at the «Jobcenter».

* **Childrens' special visits** («Kinderbesuch»): Aside from the regular allowed visits, an additional two hours per month can be obtained in cases where children are involved. A maximum of three children can take part. In contrast to regular visits, it is not allowed to take back to the cells anything purchased during these visits (e.g. tobacco, chocolate, etc.).

Audio supervision / Interpreter (Akustische Überwachung/Dolmetscher)

There is no audio supervision except for prisoners under court order stating to be so (Untersuchungsgefangene). In these cases and where a foreign language is to be spoken, an official interpreter, licensed by the courts (Vereidigter Dolmetscher), must be present during visits. Please coordinate with the order issuing court to invite and pay his/her fees.

Vending machines (Automateneinkauf)

Are available at the entrance, where visitors can buy up to € 40 worth of tobacco,

soft drinks and other goods that can be brought in and either shared during visit or taken back to the cells.

No bills, no change. Visitors must bring with them coins of € 0.50, € 1.00, €2.00 to use on the vending machines.

Approach (Wegbeschreibung)

By car: highway A 52, exit Düsseldorf-Rath, left into Theodorstr., after 2 km left into Oberhausener Str. (follow signposts), park at visitors car park.

By public transport: via suburban train station (S-Bahnhof) Düsseldorf-Rath. From there Monday until Friday during 6:46 till 10:46 (last return journey from jail: 10:51) and 13:46 till 17:46 (last return journey from jail: 16:51) every 20 minutes by shuttle bus line 757 direct to the jail (via stop Wittener Str. and Oberhausener Str). From municipal area Düsseldorf: ticket price class A. Out of these times there is no availability by public transport. Shuttle bus line 775 operates maximum every hour from stop Oberhausener Str. (corner Theodorstr). From this stop it is approximate 500 m by foot along the bridge crossing the highway.

15. How to find a lawyer (Verteidiger, Rechtsanwalt)

You have the right to legal representation on your case. If you cannot afford an attorney, one will be provided by the courts at the State's expense.

If you don't know any local lawyers, a «register» is available upon request through your Case Manager (Sozialdienst) or your section officer. Once you have located the attorney of your choice, you can initiate contact by mail.

The same procedure applies if you don't speak German and require an interpreter during the legal process.

16. Judicial officer (Rechtspfleger)

A Judicial Officer is available on premise every Monday afternoons. His duties include; assistance with appeals, arrest warrants, legal remedies and correspondence with the authorities in general.

17. Medical service (Medizinische und ärztliche Versorgung)

All prisoners receive an **initial medical examination** within the first week of their arrival, where the health of the individual is evaluated and follow up treatments established in cases where they are needed (i.e.- Insulin for diabetics).

Regular visits: Regular visits to sick bay are available Monday – Friday starting at 8:00 am. Please ask your section officer for an appointment during the 6:00 am wake-up call if you require same day attention, otherwise, you will be scheduled for

the following day.

In case of emergencies or severe pain, you can request medical attention even if you are on lock down by pressing the red button on your cell's intercom system. Please use this option only for serious cases of real emergencies.

Dental care is available on Tuesday's and Thursday's only. Please, make your appointment well in advance and be patient for the dentists are called in from the outside.

To see a **Specialist** such as an Optician, Neurologist, Oncologist, etc, you must first see a resident physician who will then recommend further examination on the required field of medicine.

18. Employment and payment (Arbeit und Entlohnung)

Pre-trial inmates, even though they can, are not required to work, but once convicted and sentenced (Strafgefangene), a job will be assigned within a short period of time and according to qualifications. This period will vary depending on availability of open positions.

Vaccinations are provided and updated before work begins and in cases where the job description includes food handling, a thorough physical is performed to the applicant before he can begin work.

Wages are disbursed differently between pre-trial prisoners and their sentenced counterparts:

a) Prisoners on remand get the total of the money earned credited into their «Eigen-geld» or shopping account. This funds can be used for purchase up to € 210 per month.

b) Convicted prisoners receive only 3/7 of their monthly wages in their «Hausgeld» or shopping account and the remaining 4/7 are deposited as «Überbrückungsgeld» or savings account where it will continue to accumulate funds until their release, with the aim to help the inmate with his transition and a new start

19. Social services (Sozialdienst, Psychologischer Dienst)

The **Social Service** Department is dedicated to help and support inmates affected by the many problems that can sprout from their arrests; family matters, relationships and social links in general. Please look up the case manager (Sozialdienst) that corresponds to your section under No. 21, page 14 of this brochure and write an application (antrage) to contact them.

The **Psychology Department** offers counseling and intervention in cases of personal crisis. Please send an application to the psychologist in charge for a visit, stating the

reasons prompting your request. Psychologists have the duty to evaluate a troubled inmate's state of mind and take proper action to prevent any danger that can come to others or themselves. They also have the authority to approve extended visits and furloughs at the end of an inmate's sentence, to help with family re-integration.

20. Pastoral care, protestant and catholic social service (Seelsorge)

Upon arrival, all inmates are registered according to their religious preference; Catholic, Protestant, Muslim, Jewish, etc. This will allow them to attend the services provided within their specific, professed faith.

In spite of your registered religion and if you feel the need to have a conversation with anyone, you can request an audience with either the Catholic Priest, the protestant Pastor, the Imam or the Rabbi. These conversations are kept in absolute confidentiality (professional pastoral discretion).

Pastoral care (Catholic): Pfarrer Spiegel, Pfarrer Pavlyk, Pater Wolfgang OP

Pastoral care (Protestant): Pfarrer Schrödter, Pfarrerin Keuer

In this prison you can contact two independent associations affiliated to the churches; «**Gefangenenfürsorge Düsseldorf**».

The office address: Kaiserswertherstr 286, 40474 Düsseldorf.

Tel.: 0211-444 200, e-mail: gefangenenfürsorge@gmx.de

contacts: Straffälligenhilfe der Diakonie in Düsseldorf Ms. Zipprow

Katholischer Gefängnisverein Ms. Fey, Ms. Haslop, Ms. Ruwwe

Their members offer:

- counseling and support to relatives;
- preparation for release (arranging accommodation and work);
- personal visits for inmates through a network of volunteers (Ehrenamtliche Betreuung), if possible in their native language;
- groups for foreigners;
- regulation of debts.

21. Internal Responsibilities (Ansprechpersonen in der Anstalt)

Anstaltsleiterin (executive director) Ms. Krüger

Stellv. Anstaltsleiterin (vice-executive director) N.N.

Aufsichtsdienstleiter («LAV»; executive supervisory-officer) Mr. Hämmerling

Stellv. Aufsichtsdienstleiter (assistant supervisory officer) Mr. Baumann

Anstaltsärzte (resident physicians) Mr. Bader & Ms. Dr. Schütt

Sanitätsdienstleiter (executive medical-service) Mr. Haupt

Arbeitseinteilung (labour-assignment officers). Ms. Ridder

Leitung Sozialdienst (coordinator of social services). Mr. Evang
 Ausländerbeauftragter (commissioner for foreign inmates) Mr. Rukaj
 MIKE-Team (Freizeit, Medien, Einkauf) . . . Ms. Funker, Mr. Frösch, Mr. Rukaj
 Sportkoordinator (coordinator of sport activities) Mr. van der Loo
 S & O (security officers) Ms. Sauer, Mr. T. Schwarz, Ms. Weyel
 Ansprechpartner Therapieplatzvermittlung (drug-therapies) . . . Mr. D.Schneider
 Komm-Pass (extern advisor for drug-addicts) Ms. Bille, Ms. Lehmann
 Drogenhilfezentrum (advisor for drug-addicts) Mr. Immig, Mr. Cremers
 Schuldenberatung der AWO (debts-counseling) c/o Sozialdienst

Untersuchungshaft 1, Haus 2, Abt. 2.0 + Abt. 2.1; Haus 3, Abt. 3.0 + Abt. 3.1
 (incl. newcomers and transport)

Division executive (Abteilungsleiter): Mr. Schwarz
 Division supervisor (Bereichsleitung) Mr. Nitsche
 Assistant division supervisor. Mr. Pohlmann
 Psychologist (Psychologin) Ms. Ochsenfarth
 Social services (Sozialdienst). Mr. Eßer (2.0, 3.0. + 3.1)
 + Ms. Kreuzjans (2.1)

Untersuchungshaft 2, Haus 2, Abteilung 2.2 ; Haus 3, Abteilung 3.2.

Division executive (Abteilungsleiterin) Ms. Hewing
 Division supervisor (Bereichsleitung) Mr. Irmen
 Assistant division supervisor. Ms. Giesen
 Psychologist (Psychologin) Ms. Coster
 Social services Ms. Schifferdecker (2.2.)
 Ms. Pläßmann (3.2.)

Strafhaft 1, Haus 4, Abt. 4.0 + Abt. 4.1; Haus 5, Abt. 5.0 + Abt. 5.1

Division executive (Abteilungsleiterin) Ms. Wilkin
 Division supervisor (Bereichsleitung) Mr. Krapohl
 Assistant division supervisor. Mr. Hasselmann
 Psychologist (Psychologin) Ms. Bartsch
 Social services (Sozialdienst) Ms. Neubert (4.0 + 5.0)
 Ms. Sedlak (4.1)
 Ms. Pläßmann (5.1)

Strafhaft 2, Haus 4, Abt. 4.2 + Abt. 4.3; Haus 5, Abt. 5.2 + Abt. 5.3

Division executive (Abteilungsleiter) Mr. Hufnagel
 Division supervisor (Bereichsleitung) Ms. Schottka
 Assistant division supervisor. Mr. Ullmann

Psychologist (Psychologin) Ms. Bartsch / Ms. Coster
 Social services (Sozialdienst) Ms. Steinmetz (4.2 + 5.2)
 Ms. Schmidt (4.3)
 Ms. Pour Bakhsh 5.3)

Strafhaft 3, Haus 2, Abt. 2.3 ; Haus 3, Abt. 3.3

Division executive (Abteilungsleiter) Ms. Hewing
 Division supervisor (Bereichsleitung) Mr. Irmen
 Assistant division supervisor. Ms. Giesen
 Psychologist (Psychologe) Mr. Switkiewicz
 Social services (Sozialdienst) Ms. Niehoff

Main emphasis of responsibility:

Division service. problems of everyday live, applications
 Division supervisor chamber belongings, visits, longtime visits
 Division executive execution plan, opening measures, money, con
 traditions and apologies

22. Groups: leisure, religion, education, social service, foreigners

(Freizeitgruppen, religiöse, schulische + soziale Angebote)

To join any of the offered group activities, please write an application to your division supervisor. **Prisoners with a judicial order also needs permission from the courts** to join any group activity. This permission can be denied if an accomplice is jailed here too and danger of collusion is suspected. Even when judicial permission is granted, it might take time to be able to join because all groups, especially sports, are usually over booked.

When applying, for work, to join a group, a course or a special event, please direct your application to the correct department personnel:

Educational service (Pädagogischer Dienst): school activities; counseling for school and professional option during/after detention time

Ms. Ridder . . . advisory for educational (re)training and further occupational education during your further time of imprisonment; contact to the local employment office (Agentur für Arbeit, Jobcenter, B5 (until 25 years old) and MABISNet)

Pater (Friar) Wolfgang: Rockband (not at the moment); prisoners magazine «ULMER ECHO»; lend out of acoustic guitars (waiting list)

Pfarrer (Rev.) Spiegel: parish choir; church-group «Glaube und Leben»; group for HIV-positives (AIDS-Gruppe), applications (Anträge) for ex-

ternal pastoral care & religious service groups: Polish, Serbian, Lithuanian, Russian, Rumanian, Jewish, new-apostolic

Pfr. Spiegel & P. Wolfgang: group service twice a month, confessions

Pfarrer (Rev.) Pavlyk: service in Russian language

Pfarrer(in) Keuer . . . family services

Pfarrer Schrödter . . . Protestant church group

Ms. Fey catholic social service; arrangement of guidance through volunteers (Vermittlung Ehrenamtlicher Begleitungen); family days

Ms. Haslop catholic social service; arrangement of guidance through volunteers; preparation for release

Ms. Ruwwe guidance for foreigners; regulation of debts; family days (Familientage); groups for Turkish, Italian, Spanish and greek speaking inmates; contacts to the Rabbi (external); arrangements and preparation for release; information & counseling for relatives of inmates; preparation for release

Ms. Zippro personal support (Persönliche Begleitung); family days; preparation for release; rooming houses; arrangement of guidance through volunteers (Vermittlung Ehrenamtlicher Begleitungen)

Mr. Gamber counseling for couples with wife or girlfriend; family days

Social service anonymous alcoholics (AA-group); counseling group for people addiction to gambling

Sport warden soccer, volleyball, bodybuilding, running, cardiac training etc.

MIKE-Team leisure groups, shopping, Muslim Friday prayer, cultural events

23. Library (Medienzentrum, Gefangenenbücherei)

The library lends books, games, CDs and DVDs. on a weekly basis. The exchange-days depends on your section. A separate catalog («Medienkatalog») is available for each group of items and can be obtained from the office of your section by sending an application with your request. The foreign language catalogue for books («Fremdsprachenkatalog») can be borrowed by application to the media-center («Medienzentrum»). Please read and follow the regulations in the catalogues.

24. Detergents and washing accessories (Hygiene)

You can obtain detergents free of charge from your section worker. In case you don't have own funds, you can also get soap, toilet paper, shampoo, toothpaste, toothbrushes, razors and shaving foam there. A pair of nail scissors can be borrowed in exchange for your cell card from the section warden or the division supervisor.

25. Exchange of towels, tea towels and laundry (Wäschetausch)

Please exchange your laundry (towels, tea towels and prison gear) with your section worker (Duschwart/Hausarbeiter) twice a week, your bedding every two weeks and the wool blankets every three month; when announced.

26. TVs, radios and other electrical devices (Elektrogeräte)

Electrical devices can be acquired with the help of JVA Düsseldorf. You can find a list of the items allowed at your division (e.g. CD- and DVD-players, radio/cd players, water heaters or razors). To purchase any of these articles, write an application to the MIKE-Team with your request. All items can be paid from your «Eigengeld» or «Hausgeld» account but only a limited amount of them from your «freies Eigengeld» account (see list). Prices and special offers with brief information about the devices are displayed at your section. Electrical devices are not permitted to be brought in from outside the prison. It is no longer permitted for convicted prisoners to own a TV. Only those convicts, who already have a TV of their own, are allowed to keep it («Bestandschutz»). Attention: As a prisoner on remand you are allowed to buy a TV, but you have to give it to the «Kammer», when you become a convicted prisoner.

Rent a TV set: You can rent a TV or a fridge to be used in your cell. At the moment the cost is € 7,50 every month for a TV and € 5,90 for a fridge. Game boys and play stations are not allowed: Only people who owns a game boy may keep it (Bestandsschutz). Attention: Portable immersion heaters are not allowed anymore.

27. Musical instruments (Musikinstrumente)

If you want to play a guitar or mouth organ in your cell, please write an application to the division supervisor. Only some instruments are allowed. Prisoners on remand with judicial order need a judicial permission.

28. Patchwork and picture paintings (Basteln und Malen)

It is possible for prisoners who want to do handcraft, draw or do paintings in their cell, to borrow the needed tools as long as they ask permission from the division supervisor. Certain items such as color pencils and felt pens, can be purchased on shopping days.

29. Release of property stored in the depository (Kammer)

For the release of property stored in the depository you need the permission of the division executive. To hand items to people outside the prison, a permission of your division executive is necessary as well and in some cases a judicial permission is re-

quired.

30. Subscription to papers and magazines (Zeitungen, Zeitschriften)

All papers and magazines have to be subscribed directly from the publisher. Only a person from outside can manage this for you. Please do not forget to give notice to the publisher in case you are moved to another prison. Some papers and magazines can be obtained by the media centre or the «Redaktion ULMER ECHO».

31. Supplementary clothing for trial and other occasions

In case your clothing should be unsuitable to appear at court or similar occasions please write an application to the depository (Kammer) a few days before. The depository will supply you with matching clothing in time.

32. Protection of luggage (Gepäck- und Habesicherung)

If your arrest was unexpected and you had to leave luggage or other property, that needs to be secured, please write an application to the social service explaining the circumstances.

33. Barber (Frisör)

A team of barbers visits the prison regularly to groom prisoners free of charge. The actual dates are posted on the information board at your division. You'll need to write an application and show them your ID Card

34. Preparation for release (Entlassungshilfe)

The social service is responsible for the preparation of your release.
(See information about «Katholischer Gefängnisverein» at the final pages)

35. Citizens advisory committee (Gefängnisbeirat)

This committee represents the public interests inside the prison, but also the interests of the prisoners. All inmates are entitled to report complaints, demands or inspirations to the committee (Gefängnisbeirat) in written form or verbal. In case you want to talk to one of its members, please write an application for a meeting to the executive supervisory officer (LAV). You can also write to the committee using a conventional envelope and close it (no censorship). **Members of the citizens advisory committee:** Jürgen Gocht (chairman), Rolf Steuwe (vice chairman), Dr. Stefan Bajohr, Volkard Brune, Ulf Rüdiger, Nils Hanheide, Hohenhaus, Johannes Horn, Peter Preuß (MP), Heinz Werner Schnitker, Markus Weske (MP).

36. «Ombudsman» (Justizvollzugsbeauftragter)

In the state of NRW we have a «Justizvollzugsbeauftragter» for prison affairs. In any case of injustice you are welcome to contact him. Please put your complaint into a closed envelope (prison authorities are not allowed to open your letter!) and send the letter to: **Justizvollzugsbeauftragter Prof. Dr. Michael Kubink, Rochusstr. 36050827 Köln.**

37. Prisoners advisory committee (GMV)

Each two sections have an elected speaker at the prisoners advisory committee (called «GMV»). His cell is marked by a sign «GMV». The GMV represents the interest of inmates facing the prison authorities. In case you should have complaints or suggestions, please report to the GMV speaker of your section, but please consider that circumstances you have to face in here are not comparable to those «outside».

In case you have additional questions, which have not been mentioned in this brochure, please ask your section warden or division supervisor. Lack of clarity, complaints and problems often can be solved or enlightened by a clarifying conversation.

selected useful words, phrases and fractions in German:

application	Antrag
court	Gericht
cigarette paper	Blättchen
clothing.	Kleidung
deportation	Abschiebung
depository	Kammer
file number	Aktenzeichen
judge	Richter
lawyer.	Anwalt
leisure time	Freizeit
lighter.	Feuerzeug
library	Bücherei
trouser	Hose
pantry	Wäschekammer
parcel	Paket
section warden	Abteilungsbeamter
sewing kit.	Nähzeug
shirt.	Hemd
shopping day	Einkaufstag
stamp	Briefmarke
envelope	Umschlag
paper	Papier
prosecutor	Staatsanwalt
toilet paper	Toilettenpapier
TV	Fernseher
underwear	Unterwäsche
visit	Besuch
walking in the yard	Freistunde
work	Arbeit
I do not have	Ich habe kein ...
Give to me, please.	Geben Sie mir bitte ...
Can I have more ... , please?	Kann ich mehr ... haben, bitte?
Where do I find ... ?	Wo finde ich ... ?
May I go to ... , please?	Darf ich bitte zum ... gehen?



Beziehungsprobleme? Familien-Zoff?

... mit uns können Sie darüber reden!

Die Kath. Ehe-, Familien- und Lebensberatungsstelle bietet Ihnen in der JVA Düsseldorf psychologische Hilfe an.

Katholische Beratungsstelle für Ehe-, Familien- und Lebensfragen

Klosterstraße 86 - 40211 Düsseldorf
Tel.: 02 11 / 179 337-0, Fax: 02 11 / 179 337-29
E-Mail: info@efl-duesseldorf.de



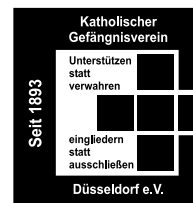
Anträge bitte an Herrn Gamber

Im Internet finden Sie
das ULMER ECHO unter
www.ulmerecho.de

den Kath. Gefängnisverein unter
www.gefaengnisverein.de

Der Katholische Gefängnisverein Düsseldorf e.V. wurde 1893 zur Unterstützung Inhaftierter und ihrer Angehörigen gegründet. Seitdem setzt er sich ebenso für konkrete Menschen ein wie für menschliche Bedingungen im Vollzug und für Alternativen zur Sanktion der Freiheitsstrafe.

Etwa 60 Ehrenamtliche – darunter katholische ebenso wie evangelische, muslimische und religiös ungebundene Personen – sind über den Verein aktiv: in verschiedenen JVAen leisten sie Einzelbegleitung und Gruppenarbeit, auch Entlassene und Familien finden Begleitung und Unterstützung.



Katholischer Gefängnisverein Düsseldorf e.V.

Beim Katholischen Gefängnisverein arbeiten:

Brigitte Fey - Sozialdienst
Vanessa Haslop - Sozialdienst
Gisela Ruwwe - Sozialdienst
Pfarrer Mykola Pavlyk - Seelsorger
Pfarrer Reiner Spiegel - Anstaltspfarrer
Pater Wolfgang Sieffert OP - Seelsorger

Wir bieten an (unsere Schwerpunkte):

- Gespräche mit Inhaftierten
- Beratung und Hilfe für Familienangehörige
- Ausbildung und Vermittlung ehrenamtlicher Begleiterinnen und Begleiter
- Gruppenarbeit mit Inhaftierten (im Freizeit- und Kulturbereich)
- Vermittlung von Fachberatung (z.B. Ehe-, Partnerschafts-, Familien-, Schulden-, Sucht- und Aidsberatung)
- Entlassungsvorbereitung, Hilfe bei Wohnungs- und Arbeitssuche
- Unterstützung im Umgang mit Behörden
- Raum für Frauen, Beratung und Gruppe für Frauen/Partnerinnen Inhaftierter

Ehrenamtliche Begleitung von Gefangenen

Der Katholische Gefängnisverein vermittelt Gefangenen Kontakte für ehrenamtliche Begleitungen. Unsere ehrenamtlichen Begleiterinnen und Begleiter Menschen, die von „draußen“ kommen und Einzelbegleitungen durchführen. Der regelmäßige Kontakt geschieht ggf. zusätzlich zu Besuchen von Partnerin/Angehörigen/Freunden.

Für erste Informationen wenden Sie sich an Frau Fey. Auch die Seelsorger und Mitarbeiterinnen und Mitarbeiter des KGV beantworten Ihnen gerne Ihre Fragen hierzu.

Email: gefaengnisverein@gmx.de

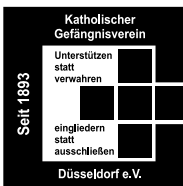
Beratungsstelle Gefangenenfürsorge Düsseldorf

Gemeinsam mit der Straffälligenhilfe der Diakonie in Düsseldorf unterhält der Kath. Gefängnisverein eine Beratungsstelle für Haftentlassene und Angehörige von Inhaftierten.

Kaiserswerther Str. 286, 40474 Düsseldorf

Tel 0211 / 444 200, Email gefangenenfuersorge@gmx.de

Der Katholische Gefängnisverein



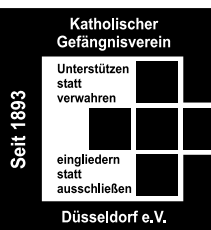
... ist Mitträger einer Beratungsstelle

... bietet Raum für Frauen Inhaftierter

... unterstützt Familien Inhaftierter

... bildet Ehrenamtliche aus und begleitet sie

... vermittelt ehrenamtliche Begleitungen für Inhaftierte



... und ist Träger des ULMER ECHOS:
 er sammelt Spenden
 und liefert
 die materielle Grundlage
 für die Existenz
 unseres nicht zensierten
 Gefangenenmagazins

