

Prisons Organization Regulations

Regulations for the State Organization for Prisons and Correctional and Educative Measures of December 11, 2005

In implementing Article 9 of the Law on Replacing the Administration Council for the Country's Prisons and Correctional and Educative Measures with the State Organization for Prisons and Correctional and Educative Measures (of January 6, 1986), the Regulations for said Law are passed as follows:

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- Chapter 2: Duties of the Organization, Prison Officials and Supervisors, Detention Center Supervisors, Vocational Training and Employment Center Supervisors, and Supervisors of other Centers Affiliated with the Organization (Articles 18 to 46)

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Part 1: General Matters (Articles 1 to 46)

- Chapter 1: Definitions and Terminology
- Chapter 2: Duties of the Organization, Prison Officials and Supervisors, Detention Center Supervisors, Vocational Training and Employment Center Supervisors, and Supervisors of other Centers affiliated with the Organization

Part 1: General Matters

Chapter 1: Definitions and Terminology

- Article 1: The State Organization for Prisons and Correctional and Educative Measures is an independent organization that functions under the direct supervision of the Head of the Judiciary Branch and shall hereinafter be referred to as “the Organization”.
- Article 2: Every year, the Organization’s budget shall be calculated separately within the allotted deadline, and shall be sent to the State Management and Planning Organization for ratification, upon the Head of the Judiciary’s approval.
- Article 3: A prison is a place where convicts whose sentence has become final are kept for a specific period, or permanently, once they have been introduced thereto by the competent judicial and legal authorities, with the purpose of serving time, and with the aim of learning a vocation, rehabilitation, and re-integration [into society].
- Article 4: A detention center is a place where defendants are kept [temporarily] upon order of competent judicial authorities until such time as a final ruling has been issued in their case.

Note 1: So long as the detention centers, subjects of this provision, have not been established, a separate location shall be allocated inside a prison for keeping said defendants. It is prohibited to keep defendants and convicts in the same place [inside the prison].

Note 2: Once the Regional Organizational Plan for State Prisons, which shall be designed and communicated by the Organization, is implemented, convicts sentenced to short prison terms of up to 6 months can be kept in detention centers.

- Article 5: Prisons are divided into closed prisons, and vocational training and employment centers which contain vocational training and occupational therapy institutions (camps).

Note: The term "Institution" encompasses prisons, vocational training and employment centers, and other specialized institutions or centers whose names are mentioned in these Regulations.

- Article 6: A closed prison is a prison that is closed off [fenced off or walled off] and is completely protected inside and outside by watch towers.

Note: In this type of prison, convicts are kept in private or group dormitories at night, and during the day they make use of educational, technical, vocational training, and recreational programs, and are put to work in workshops inside prison.

- Article 7: Vocational training and employment centers are places that can be walled off and closed off, and the exterior could have appropriate protection, or they can be not closed off and without protection and enforcement personnel, or they could be in a state between the two where convicts are dispatched to work in groups, and return to their respective dormitories when their work is done.

Note: The Organization may implement vocational training, educational, and correctional programs for defendants as well.

- Article 8: Unless the judicial authority issuing the sentence has prescribed a specific place for keeping a convict, all convicts shall be kept in a closed off prison or in a vocational training and employment center, based on an evaluation by the Classification Council and on a case by case basis, taking into consideration the type and severity of the sentence, the convict's prior criminal record, personality, behavior, and conduct.
- Article 9: The heads of vocational training and employment centers must control the convicts' behavior, conduct, discipline, and orderliness in appropriate fashions.

Note: Vocational training and employment center employees must [supervise and] control convicts' behavior, conduct, discipline, and orderliness in accordance with the Organization's regulations, and quickly inform the head of the center of any violations. In the event of such a violation, the head of the center shall inform the Disciplinary Council within 24 hours in order for the Council to make a decision in that regard.

- Article 10: The heads of vocational training and employment centers shall introduce convicts to the instructional and vocational training programs of these institutions upon the convicts' entry therein.
- Article 11: Convicts who are employed at vocational training centers cannot leave their place of work during the entire hours of work and vocational training; once they leave the dormitory, they must directly go to their place of work and return in a timely fashion. Their entry and exit times to and from work must be recorded exactly and accurately.

Note: In cases where a convict does not abide by the relevant regulations and/or does not have the competence to learn a vocation and work at said places, such convict shall be transferred to a closed off prison at the head of the center's discretion; the Classification Council or the Disciplinary Council, as the case may be, can make a final decision in the matter and so inform the prison's supervising judge.

- Article 12: The occupational therapy institution (camp) is a center that is meant to house narcotic drugs-related defendants and convicts and drug addicts.
- Article 13: Based upon a decision by the Classification Council, convicts shall be dispatched to the following industrial, agricultural, and services institutions, for the purpose of employment or learning a vocation:
 1. Institutions inside prison. These institutions may be owned by the prison itself or by other governmental organizations, charitable institutions, cooperatives, or the private sector, which the prison is permitted to make use thereof.
 2. Institutions outside the Organization. These institutions may be owned by the prison itself or by other governmental or non-governmental organizations, public interest or charitable institutions, cooperatives, or the private sector, which the prison is permitted to make use thereof.

Note 1: Industrial, agricultural, and services institutions can be assigned as vocational training and employment centers upon a suggestion by the head of the institution and the approval of the Organization, taking into consideration the state of their building [and infrastructure] and the manner of guarding the same.

Note 2: Industrial, agricultural, and services institutions outside the Organization must at least have sufficient space for a prayer room, library, mass communications room, dormitory, cafeteria, visitation room, and other means of wholesome recreation.

- Article 14: Correctional and educative centers are institutions where defendants and convicts are kept after being sentenced, or by written order of a judicial authority, before, after, or while serving sentence, or aside from such punishment, until such time as the condition that can lead them to commit a crime is eliminated.
- Article 15: Industrial, Agricultural, and Services Institutions and similar entities, are institutions that are established under the supervision of the Organization and possess the necessary facilities through an investment by the government, or through partnership with the private or cooperative sectors, for the purpose of employment and technical and vocational training instruction and with the aim of becoming self-sufficient, and with the objective of rehabilitating convicts.

Note: The special guidelines for this section shall be communicated upon the rendering of an opinion by the Office of the Deputy Head of the Organization for Employment, Self-

Sufficiency, and Vocational Training Matters and the approval of the Head of the Organization.

- Article 16: Supervision After Release administrations are centers which are tasked with the support of released and qualified convicts.
- Article 17: A Reform and Education Center is a center where child and adolescent offenders under the age of 18 are kept for correctional [disciplinary], educational, and training and purposes.

Chapter 2: Duties of the Organization, Prison Officials and Supervisors, Detention Center Supervisors, Vocational Training and Employment Center Supervisors, and Supervisors of other Centers affiliated with the Organization

- Article 18: The duties of the Organization are as follows:
 - a) Keeping and housing defendants subjected to a detention order, and convicts sentenced to imprisonment, in accordance with the orders [and rulings] of judicial authorities and with relevant laws and regulations;
 - b) Administering all matters related to the country's prisons, vocational training and employment centers, detention centers, correctional and educational centers, industrial, agricultural, and services institutions, and other affiliated centers;
 - c) Creation and establishment of vocational training and employment centers, prisons, detention centers, industrial, agricultural, and services institutions, and other institutions necessary for the keeping, rehabilitation, vocational training, and employment of defendants and convicts;
 - d) Conducting new and modern criminological research in order to improve incarceration methods and services;
 - e) Determining the policies, and the manner of administering and supervising all matters related to prisons and affiliated institutions and centers;
 - f) Preparing necessary draft legislation and proposing the same to the competent authorities;
 - g) Creating and establishing necessary and appropriate means and facilities for the purpose of rehabilitating convicts, such as correction, guidance, education and training, and re-integration;
 - h) Providing counselling services as well as help and assistance in order to resolve the convicts' and their families' problems;
 - i) Attracting [funds and] assistance from the general public and from charitable institutions, and planning in order to utilize such assistance in the right manner in order to improve prisons and assist convicts and their families;

- j) Making all policies and planning related to the convicts' employment and vocational learning, and to the self-sufficiency of vocational training and employment centers, prisons, and affiliated institutions;
 - k) Preparing the necessary statistics and information about convicts and defendants under supervision through the use of scientific methods for the purpose of utilizing the same in executive matters, policy-making, and criminological studies, and publication thereof in the form of an annual criminal statistics report;
 - l) Preparing and proposing a list of convicts eligible for conditional release, and providing the same to the prison's supervising judges;
 - m) Preparing and proposing a list of convicts eligible for pardon, and providing the same to the Pardon Council;
 - n) Planning for the convicts' supervision after release, in cooperation with relevant organs;
 - o) Training employees in line with modern criminological standards and the Judiciary Branch's judicial development policies.
- Article 19: Through the creation of the appropriate infrastructure and facilities, the Organization can engage in conducting necessary scientific and criminological research and studies on its own.

Note 1: All of the Organization's research must be in line and in accordance with the modern foundations of criminology and the results thereof must have practical use for the Organization and the improvement of its affairs.

Note 2: Modern criminology means the study, research, assessment, and analysis of scientific implementational methods which address the individual and social utility of various methods of carrying out different punishments.

- Article 20: The necessary standards to be applied to the structure of organizations concerning, for instance, the number of employees, educational instructors, law enforcement personnel, religious teachers, and various experts in prisons, institutions, and centers affiliated with the Organization, shall be determined by the Organization and approved by the Management and Planning Organization, taking into consideration the conditions and needs of a particular location and the changing number of convicts.
- Article 21: If necessary, a Statistics and Computer Unit shall be established in every vocational learning and employment center, prison, detention center and/or other center affiliated with the Organization in order to record all the necessary statistics.

Note: The person in charge of said Unit shall prepare all the information gathered in accordance with the guidelines issued, and present the same to his/her superior.

- Article 22: Establishment, construction, and administration of all vocational training and employment centers, prisons, detention centers and/or other institutions and centers

affiliated with the Organization as well changing their location, is within the exclusive authority of the Organization. Judicial, executive, security, military, and police authorities are prohibited from having prisons and private detention centers.

Note: Disciplinary detention centers of the armed forces are exempt from the provision of these Regulations.

- Article 23: Policing and the physical protection of vocational learning and employment centers, prisons, detention centers and other centers affiliated with the Organization is the responsibility of the Organization and shall be exercised by the police unit and the police force under its command.

Note: Said forces shall be under the command of the Head of the Organization, and he can either exercise his powers himself or delegate the same to the Organization's Policing Deputy, Director Generals for various provinces, and prison wardens.

- Article 24: The duties of prison wardens and the heads of vocational training and employment centers, detention centers, and industrial, agricultural, and services institutions and other centers and institutions affiliated with the Organization are as follows:
 - a) Implementation of ratified laws, regulations, and guidelines;
 - b) Implementation of the Classification Council's decisions, subject to the relevant regulations;
 - c) Thoroughly protecting and securing prisons, vocational training and employment centers for convicts and defendants through the means at their disposal, and making all necessary preparations to prevent the escape of convicts and defendants, and supervising and controlling the guards and officers' conduct toward convicts and defendants;
 - d) Training, guiding, and supervising the Prison Protection and Security Unit personnel and the Security Unit personnel in charge of vocational training and employment centers;
 - e) Planning, ensuring, and acting in correcting, reforming, and educating convicts, and ensuring their good hygiene, nutrition, physical education, and wholesome recreation in the prison environment and affiliated centers;
 - f) Implementing vocational, technical, agricultural, service, scientific, and religious training programs with the cooperation of relevant organizations;
 - g) Exercising continuous supervision and inspection, and obtaining the necessary information regarding the general and individual conditions of convicts and defendants, and attending to Diah matters, supervision after release centers, and industrial, agricultural, and services institutions, and other affiliated centers;
 - h) Providing cooperation and assistance in implementing the programs of the Association for the Support and Protection of Prisoners, the People's Headquarters for Tending to Diah Matters, supervision after release centers, industrial, agricultural, and services institutions, and other affiliated centers;

- i) Ensuring the implementation of the daily programs, conducting two [daily] roll calls of convicts and defendants, and reporting the daily events and statistics to the higher ups in accordance with the issued guidelines;
 - j) Reporting the results of the implementation of assigned programs statistics to the higher ups in accordance with the issued guidelines;
 - k) Preparation of the annual plan and budget of the unit under their leadership and presentation thereof to the province general director;
 - l) Performing other duties provided for in these regulations.
- Article 25: In the event of an incident, the prison warden or the head of affiliated centers, or in their absence, the relevant person in charge, must personally appear at the scene, take the necessary and expeditious actions to re-instate calm and order, and if need be, report the matter to their superiors as soon as possible and send a copy of said report to the prosecutor or the prison supervising judge.
 - Article 26: Under the supervision and guidance of the heads of vocational training and employment centers or prison wardens, the Protection and Security Unit shall be in charge of protecting and securing prisons and vocational training and employment centers, establishing order and ensuring security thereof utilizing designs, agents, and physical barriers, taking appropriate action and necessary confrontation with any action that disrupts order, any unrest, riot, and any other action that disturbs the security of vocational training and employment centers and prisons.
 - Article 27: Every month, prison wardens and heads of vocational training and employment centers shall prepare a list of defendants under a temporary detention order in their prison, within a maximum of one month from the date of such order, and submit the same to the relevant judicial authorities for a final disposition.
 - Article 28: The deputy prison warden shall, in accordance with the duties and the specific title (of the particular deputyship), and based on the level [of security] of the prison or the vocational training and employment center, cooperate and assist the prison warden in carrying out the assigned duties and implement his lawful orders; in the absence of the prison warden, one of the deputies, upon the warden's suggestion and approval by the province director general, shall take on the warden's responsibilities.
 - Article 29: The duties of the commander of the prison garrison are as follows:
 1. Supervising the physical security of the prison and approving the watch guard, patrol, and control signboard, and approval of the safeguarding signboard;
 2. Supervising the attendance and absence of the prison's police personnel and taking the necessary measures in that regard;
 3. Visiting and inspecting the physical appearance of the employees reporting for duty at morning roll call, and carrying out his duty in providing them with the necessary training and warnings;

4. Supervising the prison personnel's defense and security plans exercises;
 5. Inspecting prison buildings and structures, weaponry, ammunition, and equipment, and supervising their cleanliness and good maintenance;
 6. Supervising the dispatch and transfer of prisoners to judicial and other authorities;
 7. Supervising, assessing, and guiding the person in charge of keeping guard and the operations unit's training officer, and other duty and patrol personnel in carrying out their assigned duties;
 8. Communicating the orders of the superiors, and communicating administrative and law enforcement guidelines to the relevant personnel, and ensuring the good implementation thereof;
 9. Taking on the duties of the person in charge of law enforcement matters in the absence of such person;
 10. Drafting, presenting, and proposing the necessary plans and guidelines in each of the aforementioned matters in order to improve prison affairs and to facilitate and expedite tasks and functions in accordance with regulation;
 11. Preventing any and all disorderliness, supervising preliminary investigations, opening of a case, and dispatching the defendant(s) to judicial authorities in the time allotted by law;
 12. Presenting the superior official with the necessary report of events that have occurred;
 13. Performing other assigned duties in accordance with the relevant order.
- Article 30: The duties of the duty officer are as follows:
 1. Timely attendance at his post and reading the Daily Events and Services Records Registry for the last 24 hours in order to follow up on orders issued by his superiors and to be informed of said events;
 2. Control and supervision of guard officers, supervision of the delivery of weapons to said guards, conforming their names with the guards records book, reporting absent personnel to the superior officer, and registering the names of officers present in the Daily Events and Services Records Book;
 3. Supervising the tasks of the deputy duty officer in timely dispatching guard officers to their mission posts;
 4. Taking delivery of and ensuring the [smooth] transition of guarding matters given the events of the previous day;
 5. Drafting and recording the events and the final reports in a correct fashion, without any cross outs, scratches, and additions, in accordance with issued regulations;
 6. Examining case files remaining from the previous guard shift in order to complete, set in motion, and prepare the same for dispatch to judicial authorities;
 7. Supervising the duties of the officers at the information desk at the entrance, guiding visitors, safekeeping the visitors' prohibited items;
 8. Inspecting the guards and the law enforcement buildings in the course of his shift;
 9. Presenting a report to the commanding officer on the state of the prison's physical security regarding problems, defects, shortcomings, and inadequacies during his shift;

10. Supervising the assigned internal tasks in the prison's second layer such as the cleanliness of all law enforcement buildings, and ensuring that there are no issues in the building and the installations;
 11. Assigning salaried individuals; tending to the welfare of officers who are at the prison on a 24-hour basis; ensuring the proper appearance [of the personnel] and of the observance of Islamic tenets; ensuring discipline and preventing officers from carrying out improper acts or abuses; supervising [and ensuring] the implementation of group programs such as mass prayer and lectures; implementing disciplinary and punitive orders regarding all personnel; and presenting a report on visible defects and shortcomings in each case to the superior officer;
 12. Conducting morning and evening roll call;
 13. Supervising bodily searches of prisoners and visitors, and through searches of motor vehicles and other equipment at the time of entry and exit to and from the prison, without exception;
 14. Guiding and assisting the deputy duty officer in carrying out assigned tasks and duties;
 15. Presenting a report on accidents and unexpected incidents to the superior official as soon as possible;
 16. Thorough implementation of relevant laws and regulations and thorough supervision of the good performance of law enforcement matters; conducting regular inspection of posts in various locations and ensuring communication between the same; and in general, establishing calm and order within the perimeter under his authority and exercising constant vigilance in preventing the introduction of any type of weaponry into the prison;
 17. Conducting a survey [and head count] of the personnel under his command to ascertain the number of personnel present, those who are absent, on leave, on sick leave, run away, etc., and preparing the necessary statistics and entry thereof into the Guards Register;
 18. Performing other assigned tasks in accordance with the orders issued.
- Article 31: The person responsible for checking and controlling entry and exit of individuals and equipment, shall, in addition to his/her assigned duties, carry out the following:
 1. Close and rigorous inspection of motor vehicles and objects that enter or exit the prison through any means, and preventing the entry and exit of prohibited items;
 2. Bodily search of prisoners and visitors at the time of entry and exit into and from the prison, and preventing the entry and exit of prohibited items;
 3. Carry out the regulations related to entry of individuals into the prison;
 4. Draft and record [entries and exits] in the prison entry and exit register;
 5. Presenting a report on violations committed by a prisoner and visitors and reporting them to the relevant person in charge;
 6. Control the entry and exit of motor vehicles by recording the date, time, tag number, and the name of the driver of such motor vehicle, obtaining the driver's valid identification card, and if necessary, obtaining the car's registration card;

7. Turning over the visitation paper and ensuring that the signature of the person being visited conforms with the visitation paper prior to entry into the visitation hall;
 8. Training and guiding the personnel in his/her charge when necessary.
- Article 32: The duties of other employees and people in charge of prisons, detention centers, industrial, agricultural, and services institutions, and other affiliated institutions and centers shall be in accordance with the duties prescribed according to their organizational post.
 - Article 33: It is prohibited to leave one's guard post, to talk, sleep, sit, and leave the premises while on guard duty, to eat, smoke, and do things that distracts them from their duties and guarding the prisoners as provided for in their duties. In accordance with the internal guidelines, guards must always be equipped and wearing their official, clean, and orderly uniforms; they must perform their duties without a weapon when on duty inside the prison. Prison weapons, ammunition, and equipment must be kept on the outside perimeter of the ward, in a secure and solid place. the guards must be armed when removing a prisoner from the prison by official and written order of a competent authority to be taken to trial, to the investigating judge, or for transfer to prison or another location, and they are prohibited from making a stop on the way, or from talking to the defendant or to others; they have the duty to take the prisoner under complete watch and in accordance with the relevant regulations, from an empty location directly to the judicial authority summoning the prisoner, and bring the prisoner immediately and directly back and in the same manner as before, and turn the prisoner over to the duty officer outside. The guard shall be exempt from saluting [superior officers] while on guard duty or transferring and guarding prisoners. In the event the prisoner escapes, the guard has the duty to ask for help from the people around while doing everything in his power to pursue the prisoner. In the event that he is unable to arrest him utilizing all his efforts, he must shout "stop" three times; if the prisoner does not stop, observing his surroundings, taking into account every aspect, and paying attention not to injure or kill anyone, use his weapon to fire in the air, and if there is no alternative, shoot the prisoner in the shin and prevent his escape. In the event a guard provides information as to the arrest of a prisoner to the outside, without the official, written authorization of relevant authorities, or transmits information, messages, and writings, and/or transfers outside the prison goods and objects on behalf of prisoners or brings the same inside for them, he shall be prosecuted in accordance with the severity of the violation. In the event a guard witnesses a violation by a prisoner, he must report the same in detail and in writing to the duty officer, without being permitted to punish or even scold the prisoner. If something contrary to his report is proven upon investigation, he shall be reprimanded.

Note: Violation of the above Article shall be prosecuted by law in addition to being subject to disciplinary action.

- Article 34: A vocational training and employment center shall be established in every prison, or, given the type of prison, sufficient positions shall be devised to carry out the

tasks related thereto. The description of the duties of each position shall be approved at the central headquarters by the relevant officials and communicated to prison and vocational training and employment center officials, and communicated to the individuals occupying such positions.

Note: The person in charge of each unit shall read the description of duties of the positions under his control and supervision, and communicate the same to individuals holding such positions. Additionally, while providing the necessary training to the personnel in order for them to implement said duties, a copy of each employee's job duties shall be put up in his place of work in a place that can be easily seen by visitors.

- Article 35: The duties of other officials and employees of the Organization, vocational training and employment centers, detention centers, industrial, agricultural, and services institutions, and other affiliated institutions and centers shall be in accordance with the duties prescribed according to their organizational post.

Note 1: Individuals in charge of defined positions shall be appointed taking into consideration the infrastructure and available human resources based on the specialized requirements of the relevant position. In order to implement the judicial development strategy, the head of the Organization shall use specialization as a yardstick in the appointments.

Note 2: All persons in charge of inspection at the Organization, whether at headquarters or in various provinces, shall be selected from among jurists well versed in prisoners' rights.

Note 3: In order to lay the groundwork for the institutionalization of modern criminological policies and for the utility of the methods of implementing the punishment of taking away one's freedom, the Organization's heads of education and research departments and people in charge of education and research units at the centers shall preferably be selected from among people specialized in criminology.

- Article 36: The head of the prison's office has the duty to supervise the good performance of all matters related to the secretariat, archives, calendar, and communication and implementation of sentences so that current tasks are carried out without delay and in a timely fashion, the responses to letters are drafted and sent, all letters, sentences, and orders are recorded in the relevant registries and the contents thereof are written in every prisoner's file and recorded in the archive after being served on the prisoner and the contents being implemented. It goes without saying that the result of the implementation of the sentence shall be communicated to the relevant judicial authority. All prisons' internal registries are as follows:
Letters, Sentences, and Orders Registry; Prisoner Name Recordation Registry; Prisoner Roll Call Registry; Calendar and Computation of Sentences Determining the Prisoner's Exact Release Date Registry; Name Recordation Registry of Prisoners with Prior

Criminal Records; Summons Registry; Prisoner Release Registry; Prisoner Entry and Exit Registry; Visitation Registry.

Note: Complete supervision on the implementation of prisoners' monetary penalty sentence is a specific duty of the person in charge of each prison's Sentence Implementation Division.

- Article 37: The person in charge of the Properties and Warehouse Branch, who is the person in charge of the prison's property, shall, in accordance with the relevant regulations, exercise due care and make every effort to safeguard and maintain government equipment and property, as well as objects and documents owned by the prisoners, and carry out the duties described as follows:
 - Anticipate and take necessary and timely action in procuring the prison's internal equipment and necessities such as prisoner and official clothing and uniforms; procuring the necessities related to prisoners' fuel, lighting, bathing, cleanliness, and hygiene; as well as those related to prison buildings, and any other necessities;
 - Procurement and maintenance of the registries related to recordation of administrative correspondence;
 - Taking delivery of government properties, necessities, and objects, of administrative stationary, and government issued uniforms for prisoners and prison employees;
 - Recording government properties and furnishings in accordance with an official form and with the provisions of Government Properties Regulations;
 - Registering requests for procurement of needed goods and objects;
 - Recording in the relevant registers the convict's clothes, personal effects, and regular as well as valuable documents, and anything else that the convict is carrying at the time of entry into prison;
 - Separating and safeguarding bags containing the convicts' clothing and personal effects in order of their number. (the convicts' clothes and personal effects must be cleaned and disinfected by the person in charge of the warehouse as soon as they arrive at prisons or vocational training and employment centers, and placed in a special bag containing a number, which number shall be entered in the minutes of delivery, a copy of which along with the warehouse invoice shall be given to the prisoner, and the bag shall be wrapped, and shall be protected against mice, moth, and other pests.);
 - Drafting official documents and requests for the procurement of necessary goods, signed by and reported by the prison warden and the relevant financial authorities;
 - Ensuring the complete cleanliness and safeguarding of government property and convicts' possessions;
 - Using necessary care and protection in returning the convicts' personal effects, safe and sound, at the time of their release or transfer, and sending a copy of the minutes [to that effect] bearing the convict's signature to the office of the vocational training and employment center or the prison.

- Article 38: Social work and social services units and administrations shall conduct the necessary investigation and research in order to get to know the convicts' personalities and to discover and solve their personal and family problems and issues, in consultation with a psychologist, and take the necessary action for said purpose; a copy of the investigation shall be turned over to the prison warden to be incorporated into the convicts' case files, and the other copy shall be submitted to the relevant unit and administration to take the necessary action. Social workers must strive and make the necessary efforts to be kind to the convicts and to gain their trust in order to facilitate their return to a normal and healthy social life.

Note: Every year, province director generals shall put a budget in cash form, preferably with the help of the general public and charitable organizations, at the disposal of every prison's social work unit in order to clear out prisons [of inmates whose release can be secured with proper financial assistance]. Social work units shall pay the convicts' debts up to a ceiling of two million Rials from said budget in order to get the plaintiffs to drop their complaint, and in this way, the financial convicts' release or conditional release can be secured.

- Article 39: From the date of passage of these Regulations, prisons' and vocational and employment centers' cultural-educational units shall be re-named "rehabilitation units". Persons in charge of rehabilitation units shall gear all their material and spiritual actions, activities, programs, and facilities toward attaining the objective of rehabilitating and re-adapting convicts in such a way that the result of their actions is the monthly and yearly reduction in recidivism and the increase in the release of convicts. In addition to the duties enumerated in their official job descriptions, persons in charge of rehabilitation units shall carry out the following:
 1. Plan for all their rehabilitation activities; define and determine their objective and specific goals, and in line with the same, take action regarding activities that are effective in correction, rehabilitation, and re-integration of convicts into society and in reducing recidivism and their return to jail;
 2. Adapt and accord all their units' programs and rehabilitation activities with the prison environment or the environment of centers where they are stationed, with the climate, cultural, and native conditions, and with the convicts' anthropological specifications;
 3. Conduct a monthly and annual assessment of the effects of their unit's programs and activities on the convicts and the effects of their progress on the reduction of recidivism, and in view of such results, correct, amend, or eliminate inappropriate and insufficient programs and replace them with modern rehabilitative programs, present their monthly and annual reports to the prison warden, head of the vocational training and employment where they are stationed, and the Classification Council in order to make better and more appropriate decisions.

Note: Said annual reports shall be turned over by province director generals to the Organization's Office of the Deputy for Rehabilitation in order to improve decision

making and planning. Said Office shall conduct an expert study, [do the necessary] planning, and communicate the improved programs to rehabilitation units.

- Article 40: Prison and vocational training and employment center psychologists shall, in cooperation with social workers and the Organization's Office of the Deputy for Rehabilitation, examine the convicts' personality file, study their mental maladjustments and abnormalities, inform the Classification Council of the same, and take the actions necessary for them to adapt and for their treatment, if necessary.
- Article 41: The person in charge of the prison and vocational training and employment center infirmary shall, in cooperation with relevant specialists, such as psychiatrists, physicians, and/or psychologists, take action in admitting mental patients in order to treat them, and in the event said persons' illness results in a diagnosis of insanity or derangement, the head of the institution or the prison warden shall apprise the Medical Examiner's Office of the same as soon as possible for the latter to report his/her opinion to the relevant judicial authorities, and if necessary, take the appropriate legal steps to transfer and treat them at a treatment and correction institution.
- Article 42: Prison, vocational training and employment center, and industrial, agricultural, and services institution instructors shall, in addition to carrying out the orders of the heads of said institutions, conduct at least two roll calls of convicts and defendants, once in the morning and once in the evening, and while on patrol, supervise individuals at work and prevent any type of contact between said individuals with persons on the outside, prevent their leaving the institution perimeter, or prevent their escape; in the event they witness an incident or any violation, they must act according to the provisions of these regulations and report the events to the prison warden or the heads of relevant centers and institutions.

Note 1: The instructors' job description shall be different according to the specificities of the institution or the prison where they serve and in conjunction therewith; the Organization's Planning Council shall take into consideration the differences between the various institutions in defining the instructors' job descriptions.

Note 2: It is prohibited for instructors to dispatch and/or accompany convicts and defendants. In urgent cases and/or regarding female convicts and defendants, this task shall be performed in conjunction with other law enforcement personnel.

- Article 43: During their stay in prisons, vocational training and employment centers, industrial, agricultural, and services institutions, or correctional and educational institutions, defendants and convicts shall be under the supervision and close [watch and] analysis of the prison or the relevant institution's expert in order for them to ascertain any progress and development in their moral and religious make up, and to determine their physical and mental health.

Note: The actions provided for in this Article shall also be applied to detention centers.

- Article 44: In order to develop and promote the fundamentals and standards of citizens' rights in prisons, detention centers, and institutions under the Organization's supervision, to observe standards of Islamic and humanitarian law, and to facilitate the convicts' release from prison and re-integrate them into society, an office entitled "The Office of the Observance of Prisoners' Citizens Rights" shall be established under the supervision of the head of the Organization with the number of experts necessary therefor. The duties of this Office are as follows:

1. To conduct the study, analysis, and follow up of cases of violation of citizens' rights in prisons, detention centers, and vocational training and employment centers, and announcing the same to the head of the Organization;
2. To read the judicial case files of individuals [detained pursuant to a temporary] order, and remind supervising judges and other relevant judicial authorities of the passage of legal deadlines;
3. To draft a booklet about the convicts and defendants' rights and responsibilities and present these rights and responsibilities to newly admitted people every month;
4. Continuous and regular cooperation with the Council Supervising the Implementation of the Law on the Observance of Conditional Freedoms and Protection of Citizens' Rights, the Judiciary Branch's Human Right High Council, and other human rights institutions after coordinating with the Organization inspector;
5. Supervising the good performance of these Regulations and other tasks assigned to this Office pursuant to the law.

Note 1: The person in charge of the Office shall be selected by the Head of the Organization from among jurists well versed in Citizens' rights.

Note 2: The person in charge of the Office shall present a monthly report to the Head of the Organization regarding citizens' rights at prisons, and vocational training and employment.

Note 3: The Organization's Citizens' Rights Annual Report shall be prepared by the person in charge of the Office and shall be presented to the Head of the Judiciary by the Head of the Organization.

Note 4: A Protection of Prisoners' Citizens' Rights Unit shall be established in all province general administration offices.

- Article 45: In addition to ensuring the good performance of laws and regulations related to prisons and vocational training and employment centers, as well as their other duties prescribed by the relevant regulations, in accordance with the provisions of these Regulations, prison supervising judges duties are as follows:

1. Supervising convicts affairs with a view to advancing rehabilitation objectives and taking the appropriate actions in individualizing punishments;
2. Participating in the Classification Council, examining the convict's personality file, and deciding on the manner of implementing the sentence;
3. Informing relevant judicial authorities of convicts' and defendants' violations of the laws and regulations that constitute a crime;

4. Issuing visitation permits to political and consular representatives of foreign nationals that are serving time or are in detention;
 5. Granting leave to convicts, taking into consideration the progress they have made in their rehabilitation, and in line with the provisions of these Regulations;
 6. Examining the case files of individuals in temporary detention pursuant to a judicial order, or obtaining information regarding their case from the Organization's Citizens' Rights Protection Office or through other means, and informing said judicial authorities of the legal deadlines prescribed by Article 3(r) of the Law on the Establishment of General and Revolutionary Courts (of October 20, 2002) solely for information purposes;
 7. Issuing visitation permits to attorneys and legal advisers for the purpose of meeting with their clients;
 8. Conducting weekly question and answer sessions with convicts and defendants in order to resolve legal problems resulting from the manner of implementation of sentences and to answer their legal issues.
- Article 46: A commission shall convene every month in each prison, vocational training and employment center, or industrial, agricultural, and services institution, presided by the prison warden or the head of the institution or his representative, with the participation of experts in psychology, social work, culture, education, and other competent experts if need be, and a summary of said commission's opinion and viewpoints on a particular convict shall be entered into his/her personality file, and a copy thereof shall be sent to the prison supervising judge.

Part 2: General Provisions (Articles 47 to 179)

- Chapter 1: Admission, Evaluation, and Classification (Articles 47 to 69)
- Chapter 2: Internal Matters, Daily Planning, Nutrition, and Hygiene (Articles 70 to 121)
- Chapter 3: Employment and Vocational Training (Article 122 to 135)
- Chapter 4: Rehabilitation Programs (Article 136 to 166)
- Chapter 5: Violations and Punishments Inside Vocational training and Employment Centers and Inside Prisons (Articles 167 to 179)

Chapter 1: Admission, Evaluation, and Classification

- Article 47: The Admission and Evaluation Unit is a unit for the admission of a convict or defendant, and for analyzing and learning a convict or defendant's personality, headed by the relevant person in charge.
- Article 48: [The process of] admission begins when a convict or defendant is brought in and turned over to the prison, detention center, or other affiliated centers pursuant to an official document bearing the signature and seal of the judicial authority issuing the

sentence or [detention] order, which contains the full particulars of said convict or defendant (name, last name, father's name, age, birth certificate number, national number, postal code, profession, type of crime, charge, or sentence, type and duration of punishment, order or sentence number, date of the initiation of detention); the convict or defendant is brought in by a pre-recognized official who must present his identification card bearing his photograph.

Note 1: Lack of name and last name, father's name, type of charge, judicial order number, and signature and seal of the legal and judicial authority, will result in non-admittance of the individual unless said individual is a vagabond or has no identification, or the like, in which case the prison and the judicial authority must obtain the individual's precise particulars by any possible means and register the same in said individual's records.

Note 2: The Organization shall provide the prisons' general administrations with a list of competent officials who are authorized by other laws and regulations to introduce defendants or convicts to prisons.

- Article 49: Every convict shall be photographed and fingerprinted by law enforcement officers as soon as they enter the Admission and Evaluation area. Upon preparing two fingerprint documents (one for the prison and one to be sent to legal documents [recording] centers) and in order to determine the individual's criminal record, the photograph number shall be entered and attached to the official documents, at which time the prisoner shall be turned over. In addition to being entered in the general registry number and the registry for orders and convictions, the photograph number shall be indicated in all correspondence related to detainees and convicts.

Note 1: At the time of entry, every convict or defendant shall announce to the Admission Unit his/her full and correct particulars, postal code, and national code; in the event said convict or defendant provides false information, he/she shall be disciplined in accordance with the provisions of these Regulations. Once persons in charge of prisons or vocational training and employment centers have determined the convict or defendant's real identity, they shall inform relevant judicial authorities of the same.

Note 2: Upon entry, every convict or defendant must introduce at least one individual who can be contacted promptly in case anything happens to said convict or defendant.

- Article 50: Every prison and vocational training and employment center shall have a paginated General Registry, signed and sealed by the prison warden, in which the convict or defendant's information shall be entered immediately upon entry and prior to being turned over to the prison. The General Registry shall contain the following information:
Convict's or defendant's complete identity, including current and previous name and last name, alias, nickname or moniker, father's name, mother's name, family situation and

specifications, sex, religion, nationality, profession, age, marital situation, level of education, prior criminal record, photograph number, identifying marks on the body, type of charge or conviction, type of detention order or punishment, length of imprisonment, detention start date, date of release from prison, number of detention order or sentence, the authority issuing the detention order or sentence, permanent address, telephone number, birth certificate number and place of issuance.

The accuracy of the above particulars and the conformity thereof with those of the convict must be confirmed under the introduction letter by the officer bringing the convict or defendant's said introduction letter. Upon being recorded in the General Registry, the accuracy of said particulars must be certified and signed by the convict in the last column of said Registry.

- Article 51: Upon registration of the convict or defendant's full particulars in the registries (stated in Article 37), a file shall be opened according to his/her permanent photograph number, and the identification card bearing the photograph, as well as the archival card, shall be prepared and kept in said row in alphabetical order.

- Article 52: Administrative correspondence numbers regarding the convict or defendant shall be as follows:

Defendants: Row number, photograph number, criminal charge, number corresponding to the type of crime charged regarding conviction, General Registry number, prison's sign.

Convicts: Row number, photograph number, criminal charge, number corresponding to the type of crime charged regarding conviction, General Registry number, prison's sign.

- Article 53: All convicts' and defendants' files shall have their photographs, fingerprint document, history, and a summary of their personal, family, social, and criminal record, and be signed by the person in charge of the prison's records.
- Article 54: Every convict shall be issued an identification card bearing their photograph and containing their full particulars as provided for in Article 49 above, which card shall be used and cited as providing the convict's particulars in any and all transfers.
- Article 55: Prison wardens, heads of vocational training and employment centers, or their deputies shall inspect newly arrived convicts and defendants at the start of every work day and explain to them the requirement of abiding by the regulations, and observing order and discipline in the prison, detention center, and vocational training and employment center environment, and distribute among them the Prisoners' Regulations and Duties Guidelines booklet.

- Article 56: Where there is no legal prohibition, every convict can, as soon as possible and through any possible means, inform a trusted person close to the convict that he/she is in prison and for said person to come to prison and take delivery of the convict's personal effects in the convict's presence. The minutes of each such instance must be recorded in the guard registry, the prison or detention center warehouse registry, and the convict's case file.
- Article 57: Any time a convict makes a written request to send his personal effects to a relative through the mail or any other secure means, these personal effects shall be packaged and sealed and the minutes thereof containing the particulars, details, and number of packages, shall be signed by the convict, the person in charge of guarding, and the person in charge of the warehouse. The cost of packaging and transportation shall be borne by the convict.
- Article 58: In the event a convict or defendant is unable to introduce a trusted person to whom to turn over valuable personal effects and documents, said convict or defendant shall make a request in writing and designate the place and manner of entrusting and keeping said personal effects and documents other than the prison or institution, such as a safe deposit box with the post office or a bank, etc. The cost of safekeeping shall be borne by the convict or defendant.
- Article 59: When transferring the convict or defendant to another prison, the formalities of delivering and packaging his/her personal effects must be carried out through preparing the minutes of such delivery and recording the same in the Guard Registry and the Warehouse Registry in a thorough fashion, and send a copy of said minutes with the individual to the prison or institution of destination.
- Article 60: Convicts and defendants in prisons or other institutions are only allowed to use the following personal items, otherwise they will be disciplined pursuant to a decision by the Disciplinary Council:
Authorized books and publications, toothpaste and non-metallic toothbrush, non-metallic soap dish, soap and shampoo, bathing sponge, non-metallic comb, two small towels, two pairs of socks, underwear as hygienically needed, stationary (paper, envelope, pencil, pen), prescription eyeglasses, and other hygiene products with the permission of the prison infirmary, nail clipper without a knife, electric shaver, battery-operated one wavelength radio.
- Article 61: With the exception of the objects mentioned in the above Article, possession and use of other articles is subject to the prison warden or head of the center's suggestion, and to approval by the province Director General. (Upon entry [into the prison or institutions], these objects and articles are thoroughly itemized in two copies, one of which is turned over to the person bringing them and the other shall be entered into the convict or defendant's file.)

- Article 62: The convict or defendant is not allowed to bring work equipment or tools from the workshop or training venue into the prison or institution.
- Article 63: A unit called the Evaluation Unit shall be established in every prison or vocational training and employment center and tasked with getting to know convicts' and defendants' personalities and with categorizing the same utilizing expert specialists. Preparation, drafting, and keeping the prisoner's personality file is the function of this Unit, as will be described in the Articles herein.
- Article 64: Convicts will remain at the Admission and Evaluation Unit for a maximum of two months where they will undergo medical and psychiatric testing, as well as psychological evaluation and personality and talent Evaluation. Their physical and mental health, as well as their religious, scientific, and technical knowledge will be analyzed for the purpose of determining and learning about their personality. Social workers shall conduct the necessary investigations based on forms prepared by the Organization on the basis of Islamic principles, and prepare a full report on the convict or defendant's past, from childhood until the time of drafting the report, encompassing various subjects such as family, education, neighborhood, profession, etc., and render their own opinion. At the end of their stay at the Admission and Evaluation Unit, all expert reports shall be incorporated into the convict or defendant's file to be discussed and examined at the Classification Council.
- Article 65: In every prison and vocational training and employment center, a council entitled Prisoner Classification Council shall be established, composed of the following: The prison supervising judge as the head of the Council, the prison warden or head of the center as the Council secretary, the persons in charge of the judicial unit, the rehabilitation unit, the law enforcement unit, the head of the relevant prison section, a psychologist and a social worker who work at the Evaluation Unit, chosen by the prison warden or the head of the center.

Note 1: The Classification Council is to obtain the Security and Information Unit's opinion in making decision regarding convicts or defendants, if need be.

Note 2: In prisons or centers where there are multiple supervising judges, the prosecutor shall select the supervising judge who will head the Council.

Note 3: In the event that the other supervising judges are not present at Council meetings, they shall be apprised of the Classification Council's decisions and directives.

- Article 66: The Classification Council shall make decisions concerning the following matters:
 - a) Determining where convicts and defendants are to be housed, and dividing them up accordingly;

- b) Employment or non-employment of convicts in employment centers inside or outside the institution or prison;
- c) Rendering opinions regarding the convicts' satisfaction of the requirements for conditional release and pardon, taking into account all relevant regulations.

Note: Transfer of a defendant or convict inside the prison or institution is within the authority of the prison warden or head of institution.

- Article 67: The Classification Council shall convene at least once a week and shall reach a quorum with a majority of the members present. The Council's decisions shall be final and binding by a majority vote. The prison warden or the head of the institution can call for an extraordinary session if the need arises.
- Article 68: With the approval of the Classification Council and in order to encourage convicts, the province director general, the prison warden, or the head of the vocational training and employment center can present a proposal of pardon or conditional release, taking into consideration the convicts' interest and progress in being employed, in line with the provisions of these Regulations.

Note: Convicts may be employed, upon completion of a vocational training and instruction period if need be, provided there is no prohibition to employment in the sentence and upon approval of the Classification Council.

- Article 69: Convicts shall be introduced to a vocational training and employment center, prison, or correctional and educational institution on the basis of their prior criminal record, age, sex, nationality, type of crime, term of imprisonment, physical and mental condition, personality, talent, level of education, and specialization.

Note 1: Female convicts and defendants may keep their children who are under two years of age with them. In every institution or prison, wardens or heads of vocational training and employment institutions may separate children between 2 and 6 years old and keep them in a separate place (childcare center) and/or take action in transferring said children to the Welfare Organization or other institutions where children are kept.

Note2: Convicts introduced to a prison or a vocational training and employment center whose appearance is indicative of physical and/or mental illness must be examined by a physician trusted [by the Organization] and if said convicts are in need of medical attention and hospitalization, the relevant judge shall be apprised of such diagnosis.

Chapter 2: Internal Matters, Daily Planning, Nutrition, and Hygiene

- Article 70: A convict shall be given a room with all the necessary equipment; if convicts are kept in a group, utmost care must be taken that the individuals selected to be in said group [are compatible] from various standpoints such as age; special care must be taken

especially at bed time and at night, and further supervision must be exercised. A separate room with the necessary equipment must be allotted to convicts who have been ordered to be kept separate and apart from others by competent judicial authorities.

- Article 71: The equipment and supplies necessary for every convict in the dormitory are a bed, mattress, pillow, two blankets, cover sheet for the blankets, mattress, and pillow. (A convict is prohibited from changing the place of such equipment in the dormitory as he/she wishes.)
- Article 72: Convicts shall take the necessary care in protecting, keeping, and cleaning of the center or prison's equipment.
- Article 73: Convicts are not allowed, under any circumstances, to light a fire, use cooking stoves, or keep oil and gas and electrical equipment, and other flammable materials inside the center, prison, or detention center.
- Article 74: An institution, prison, or detention center's daily programs shall be implemented without discrimination and exception and in the same fashion for every convict. The institution, prison, and detention center's programs are as follows: Morning call to prayer, reveille, and until sun up, performing required religious tasks, showering, cleaning the dormitory, and tending to personal [and/or hygiene] matters; sun up, morning exercises, breakfast, and subsequently, participation in classes or workshops; from noon until 2 PM, performing required religious tasks, lunch, and rest; 2 PM on, participation in classes or workshops; sun down, performing required religious tasks, dinner, and lights out.

Note: In the event that there is a useful instructional program on television for convicts, the prison warden or the head of the institution may postpone lights out until the end of said program.

- Article 75: Upon issuance of a note from the prison physician and approval thereof by the person in charge of the infirmary, sick and elderly people shall be exempt from performing the daily program for the period specified in the note.
- Article 76: Upon obtaining the written authorization of the person in charge of the institution or prison, inmates are permitted to have the lights on [and to read] in complete silence and without creating a nuisance for others during the [academic] examinations period, and as necessary for reading purposes and in order to encourage convicts to read.
- Article 77: After lights out, complete silence must reign in the institution or prison environment. Furthermore, during work, learning [activities], walking, exercising, wholesome recreation, and performing daily routines, inmates are required at all times of

day and night and in all places to be polite, respectful, and dignified in speech, action, and behavior.

- Article 78: It is strictly prohibited to yell, sing in a loud voice, and have heated discussions that disturb the institution or prison's peace, to argue, and carry out any individual or group action that disrupts the institution or prison's calm and order inside, to talk and gesture in any manner whatsoever to the outside through prison windows.
- Article 79: It is mandatory to conduct a body search and the search of convicts' effects when entering or leaving an institution, prison or dormitory for any reason.
- Article 80: Convicts and defendants must be under the supervision of the prison's educational instructors on the basis of Islamic principles, and a roll call must be conducted at least two times a day, in the morning before morning exercises, and at night before entering the dormitory.
- Article 81: A convict or defendant's work place, dormitory, and personal effects shall be inspected pursuant to an order by the prison warden or his deputy. Disobeying or resisting officers in charge of inspection and refusing to follow the orders shall result in disciplinary action against the convict or defendant.
- Article 82: In order to maintain calm and order inside the prison, institution, or detention center, all of the convicts' places [of work or rest], equipment, and personal effects shall be inspected at least once a month by a group chosen, trained and supervised by the head of the institution or the prison warden or his deputy; a report on the results of the inspection shall regularly be put in a special folder reserved for the inspection of the institution, prison, or detention center.
- Article 83: It is prohibited to put in nails or to draw on the institution, prison, or detention center walls, to draw, paint, put up pictures, and/or any writing in the dormitory, except in special cases with the head of the institution or the prison warden's permission.
- Article 84: It is prohibited for convicts or defendants to touch wirings, change the place of electrical equipment, or replace them in the institution, prison, or detention center.
- Article 85: Every morning, prior to leaving the dormitory, a defendant or convict must clean the room and the equipment therein and make his/her bed. It is prohibited to hang clothes and personal effects in the dormitory; special closets have been devised for this purpose and put at the prisoners' disposal.
- Article 86: It is strictly prohibited to smoke in covered spaces. Relevant persons at the institution or prison shall take the necessary actions in order for the prisoners to quit smoking.

- Article 87: Defendants and convicts are not permitted to have and keep money in prison; in order for prisoners to obtain the things they need, prison officials shall make use of workable methods in order to enable the convicts to make purchases from [prison] stores and obtain other goods they need, using their available balance. The guidelines for this Article shall be communicated by the Organization to prisons general administrations.

Note: In the event that cash and other securities are discovered, if the convict has made illegal use of cash such as gambling or bribery, said funds shall be confiscated and a report of the circumstances shall be submitted to the prison supervising judge, and if no illegal use has been made thereof, the matter shall be brought up in the Disciplinary Council and said funds shall be kept for his account; a legal decision shall be made regarding securities, as the case may require.

- Article 88: In the event that prohibited items are discovered, if possession thereof itself constitutes a crime, a report of the circumstances shall be submitted to the prison supervising judge for a decision; otherwise, the matter shall be brought up in the Disciplinary Council and said items shall be confiscated and kept for the convict's account until the end of his/her prison term, or turned over to the convict's family and a minutes shall be made thereof.
- Article 89: The circumstances described in the two previous Articles shall be memorialized in three copies, one of which shall be submitted to the supervising judge, one shall be kept in the convict's file, and the other shall be submitted to the convict's family.
- Article 90: It is not mandatory to wear convicts' special uniforms unless the Prison's Organization so determines.
- Article 91: Every year, the prison will give needy convicts and defendants an appropriate amount of clothes as determined by the social work unit, and female convicts and defendants' necessary hygiene products will also be supplied.

Note: Use of suspenders, belts, and the like is prohibited except for participation in sports events as authorized by the Organization.

- Article 92: Defendants and convicts' food program shall be ratified and communicated by each province's director general in accordance with [what is available] each season. On the basis of said program, the prison's finance, supplies, and warehouses administrations shall take action in appropriating the budget, procurement, and delivery of the necessary ingredients and ensuring their quality.

Note: Province director generals shall effect changes in the food program within the constraints of the allotted budget and taking into account each location's climate conditions and needs.

- Article 93: Daily food shall be given to prisoners in three meals as follows: Breakfast, lunch, and dinner, and generally foodstuff that contain sufficient amounts of calories and vitamins, along with tea and safe drinking water, shall be given to prisoners on the basis of the approved food program, and in line with each location's climate conditions. The relevant people in charge shall take sufficient and continuous action in procuring the necessary equipment to prevent the ingredients and foodstuffs from going bad and in ensuring the cleanliness of the plates and the kitchen area.

Note 1: Convicts and defendants shall eat their food in the prison cafeteria to the extent that is possible.

Note 2: Sick convicts and defendants shall use the infirmary's special food on the basis of the program prescribed and for the duration determined by the treating doctor.

- Article 94: Convicts and defendants' daily program and food program during the month of Ramadan shall be announced by the Organization.
- Article 95: The minimum daily food consists of the following: Bread, cheese, and tea for breakfast; lunch or dinner consists of fresh or dried vegetables, rice, potatoes, onion, grains [and legumes], dairy products, eggs, and seasonal fruits. Convicts and defendants will be given lunch or dinner containing meat at least three times a week.

Note: The type of food cooked and distributed to all convicts of a particular prison shall be uniform and the same.

- Article 96: Eating utensils for each convict consist of a plate, bowl, glass, and spoon (made of plastic if possible).
- Article 97: Cleaning the kitchen and the cafeteria, and washing and drying the dishes and other utensils and cookware shall be done by all convicts, without discrimination and exception, in conformity with the prison or institution's program.
- Article 98: Stores that are necessary inside prisons or institutions shall be established using the Prisoners' Cooperative, Vocational Training, and Industries capital, or the prison's capital, and the prison warden or the head of the institution shall supervise the good function thereof.

Note 1: The prison warden shall have the authority to determine the type of goods and authorized items for sale at prison stores, taking into consideration the necessity of

maintaining the prison's hygiene and security; prices shall be determined on the basis of the goods' fair market price.

Note 2: Prison stores' goods and various items must not be sold at higher than fair market prices, and if necessary, cooperative goods shall be sold at cooperative prices.

Note 3: Goods and available items' price list (at their fair market price) shall be signed by the person in charge of the institution or prison's stores and put up on a board at the entrance to the store in such a way that can be seen by the customers.

Note 4: Prison wardens shall strictly supervise the price of items, and in the event of a violation in the pricing thereof, they shall refer those responsible to the relevant authorities.

- Article 99: Convicts and visitors may purchase the goods they need from prison stores unless the prisoner has been prohibited from doing so because of disciplinary action or by doctor's orders.

Note: Sale of luxury products, stimulants, medicine, and electric appliances is prohibited in the prison or institution stores.

- Article 100: The conditions of prison or institution places and buildings in general, and convicts' dormitories in particular, must be in accordance with principles of hygiene.
- Article 101: Convicts shall keep the dormitories, hallways, courtyard, bathrooms, assembly halls, prayer room, library, workshops, as well as industrial, agricultural, and services institutions clean, under the planning and supervision of prison authorities. Engaging of a convict by another convict for money or in any other way, is strictly prohibited.

Note: Sick and elderly convicts, and convicts who are not able to perform the tasks provided for in the Article above, shall be treated pursuant to Article 76.

- Article 102: The institution or prison infirmary shall conduct a medical examination of all convicts at least once a month.
- Article 103: Sick convicts must be treated inside the institution or prison, to the extent that is possible, so that there will be no need to transfer the convicts [to a facility] outside. In any event, in cases where it is necessary to take a convict outside prison for treatment, such transfer shall be conditioned upon the approval of the prison infirmary, the authorization of the head of the institution or the prison warden, and the consent of the supervising judge. In emergency situations, the sick convict shall be dispatched to a hospital upon the doctor's or the head the infirmary's orders and by permission of the

head of the institution or the prison warden or their deputies; the circumstances shall be reported to the supervising judge in writing and as soon as possible.

Note: The supervising judge and the persons in charge of vocational training centers and prison wardens shall examine the condition of convicts whose illnesses are difficult to treat or are untreatable, and take action in accordance with the provisions of the Law on the Rules of Criminal Procedure, on a case by case basis.

- Article 104: The cost of treating the side effects or illnesses that are not of an immediate or emergency nature, or have been caused through fault, shall be borne by the convict or the person who is at fault.
- Article 105: All prisons' and affiliated places and centers' places and buildings must be disinfected at least once a month unless it is required to disinfect and exterminate relevant items and rooms inside prison earlier because of the appearance of insects, occurrence of an epidemic, spread of a virus and/or seasonal and local illnesses.
- Article 106: Windows must be large enough to let light and air in in sufficient quantities in workshops and other places where convicts are working, and if need be, artificial lighting must be provided for their work and reading. Sewage pipes must remain open at all times, and necessary and continuous action and effort must be taken to disinfect and remove pollutants from prison places, buildings, and the prison environment.
- Article 107: Every institution or prison must have shower facilities for convicts; as soon as the convict enters prison, he/she must take a shower.
- Article 108: The prison's showers, toilets and sinks must always be clean and tidy, and convicts must enjoy sufficient cold and hot showers so that they can bathe once a week given the season.
- Article 109: It is not mandatory to shave a convict's head but in order to maintain proper hygiene, it is mandatory to cut their hair to a reasonable length.
- Article 110: In order to prevent contagious diseases from spreading, such as sexual diseases, tuberculosis, and the like, the institution or the prison infirmary shall, utilizing the financial and technical cooperation and assistance of various ministries, institutions, and associations, take action in procuring medicine and in locating the proper places for the full treatment of said patients as well as those addicted to drugs or alcohol.
- Article 111: The institution or prison infirmary shall conduct a thorough medical examination of a newly admitted prisoner, and if necessary, after performing various diagnosis tests, plan and take action in referring the patient to relevant centers for treatment; all medical action taken regarding the prisoner must be recorded in the latter's file.

- Article 112: In the event that the newly admitted convict has a prescription or a medication upon arrival, the same shall be taken from the convict and put at the disposal of the prison infirmary so that it can be administered to the prisoner by a physician's order; if the medication is vital to the prisoner, it shall be given to him/her immediately after the medical examination has taken place and upon the doctor's orders.
- Article 113: As soon as a convict feels sick, he/she must so inform the person in charge of the prison's guards, and upon obtaining an introduction letter, be dispatched to the institution or prison infirmary and obtain the necessary medication and the doctor's orders.
- Article 114: A convict must take his/her medication in the presence of a physician, a physician's assistant, or other relevant person(s) in charge. It is prohibited to keep medication in the dormitory except when absolutely necessary.

Note: The prison or institution physician where the convict is serving time shall be in charge of determining when it is absolutely necessary [for the convict to keep the medication].

- Article 115: A sick convict shall be hospitalized at the prison hospital if the institution or prison physician deems it necessary. A certificate attesting to the necessity shall be recorded in the patient's file.
- Article 116: Convicts suffering from mental, contagious, or dangerous illnesses shall be kept separate from other prisoners as determined by a specialized physician's diagnosis and according to the Ministry of Health, Treatment, and Medical Education's policies, and shall be treated separately.

Note: In addition to mental illnesses, if the patient's illness is among special diseases, the prison warden shall present a proposal for the convict's pardon to the supervising judge or to the Pardon and Forgiveness Commission, observing other laws and regulations.

- Article 117: If necessary, the Organization may obtain health insurance for convicts and/or enter into a contract with the Ministry of Health, Treatment, and Medical Education [for that purpose].
- Article 118: Examination, and if necessary, treatment of convicts is the responsibility of the prison's or vocational training and employment center's administration.

Note: In the event that indigent convicts are in need of dentures, cane, artificial [limbs], wheelchair, or prescription eyeglasses, the Association for the Protection of Prisoner shall procure the same.

- Article 119: Pretending to be sick, as determined by the prison doctor, shall result in disciplinary action against the convict.
- Article 120: The head of the prison's infirmary shall visit sick convicts admitted to the prison hospital first thing every morning and ascertain their condition as to whether they are being taken care of by the doctors and nurses, and ensure and thoroughly supervise their proper and continuous treatment and nutrition.

Note: The head of every prison infirmary must be a physician, and in centers where this is not possible, a person familiar with medical matters shall be in charge.

- Article 121: In the event of a convict's death, the prison warden shall immediately inform the Medical Examiner's Office, the supervising judge, and the judicial authority, of the circumstances and, upon issuance of a permit by the judicial authority, turn the convict's body over to his/her family and relatives, or bury the body after performing religious rites, and turn the person's personal effects and funds to his/her legal heirs once a minutes of such possession has been drafted with the opinion of the supervising judge, and obtain a receipt therefor. In the event that the deceased has no heirs, action must be taken as soon as possible regarding his/her personal effects in prison with the opinion of the judicial authority, and if possible, any action taken must be with the consent of the next of kin.

Chapter 3: Employment and Vocational Training

- Article 122: In order to develop rehabilitative programs, reduce the harms and inadequacies of the prison system, assist the convicts in resolving their and their families' financial and emotional problems, and with the objective of becoming self-sufficient, the Organization shall appropriate the necessary funding from income derived from the Cooperative and Vocational Training Association, support from the general public and charitable organizations, and income derived from industrial, agricultural, and cultural institutions under its control, and expend the approved budget for the purpose of the convicts' vocational training and employment.
- Article 123: In order to create employment for convicts who wish to work, the Organization shall use its facilities and/or governmental assistance, shall obtain loans, and/or cooperate with banks, governmental institutions, cooperatives and/or the private sector to reach said objective.
- Article 124: After undergoing the necessary tests and once their talent, interest, and specialization has been determined, and upon the Classification Council's opinion and adhering to these Regulations, volunteer convicts and defendants shall begin working at

workshops inside prison or at industrial, agricultural, and services institutions outside prison.

Note 1: Dispatching convicts volunteering for work at places inside or outside prison is within the inherent authority of prison wardens and other heads of institutions affiliated with the Organization, and they may take action in that regard of their own volition. Such action does not require posting collateral.

Note 2: In order to ensure the return to prison of prisoners who are dispatched to places outside prison for employment, vocational training, or leave, the Classification Council or the competent judicial authorities may obtain appropriate collateral or promise from said convicts, defendants, and/or third persons introduced by them, in the form of civil contracts or collateral provided for in the Rules of Criminal Procedure. In such an event, local registration offices shall take appropriate action in [registering and] confiscating the civil collateral sent from the Classification Council.

- Article 125: Requests for leave received by the Council must be examined within a maximum of three days.
- Article 126: Convicts and defendants shall engage in vocations that necessitate going through a training program in order to acquire expertise and specialization therein, as determined by the Organization, so that in time, and by going through the different levels of training, they can obtain the technical expertise certificate in that specific field.

Note: The Organization shall insure such vocational trainees against work related accidents with insurance companies.

- Article 127: With the prison warden's consent, convicts and defendants may engage in [art and] craft work in their dormitories in their spare time. The primary materials for such work shall be put at their disposal exclusively by the prison store or the central store.

Note 1: In the event that a convict is not able to procure the primary materials and the relevant equipment with his own funds, such materials and equipment shall be procured and put at the convict's disposal by the prison or by the Association for the Support and Protection of Prisoners. In such an event, after deducting the cost of acquiring the primary materials, one fourth of the profits resulting from said activity shall be turned over as their share of the investment to the account of the prison, the central fund, or the Association for the Support of Prisoners, and the rest will be deposited into the convict's account.

Note 2: After determining the price for the craftwork by the prison or by an expert's opinion, a convict may sell the work to the prison, the institution, or to other parties, in any manner he/she deems fit. In the event that the work is sold to a third party, the price therefor cannot be less than the price set by the prison.

- Article 128: Convicts' work and rest hours at industrial, agricultural, and services institutions inside or outside the prison shall be set and implemented by the head of the workshop or the relevant institution, in coordination with the prison warden, taking into consideration the location and the type of work being done, and in accordance with Part 2, Chapter 2 of these Regulations.
- Article 129: Each convict's daily wages shall be set by the province director general according to the convict's level of expertise and ability, and the amount and type of work he/she performs.
- Article 130: A prisoner's monthly wages is distributed as follows:
 1. Fifty percent (50%) shall be deposited into the account of the temporary guardian of the convict's dependents.
 2. Twenty five percent (25%) shall be deposited into the convict's account, to be paid to him/her at the time of his/her release.
 3. Twenty percent (20%) to the convict's own account for necessary expenses.
 4. Five percent (5%) shall be allotted for payment of damages and accidents resulting from work, on the basis of the contract between the Organization and working convicts.

Note: In the event that the convict has no dependents, the amount of 50% stated in Subparagraph 1 above shall be deposited in the convict's own account.

- Article 131: In the event of a convict's transfer to another prison or institution, all of the sums due to him/her shall, upon calculation of all amounts due [by the convict], be wired and transferred to the new prison or institution as soon as possible.
- Article 132: Industrial, agricultural, and services institutions shall:
 - a) In the event of an accident resulting from work, pay the cost of damages to the convicts from the 5% amount provided for in Article 125(4) above.
 - b) Observe all safety, protective, and hygiene regulations in accordance with the requirements of the law.
 - c) Keep legal and official financial books in conformity with the standard norms and principles of accounting, and accepted by the Official Accountants' Association.

Note 1: Payment of the balance of the convict's savings account at the time of release is permitted once all accounts from the various parts of the prison have been settled and if there are no legal prohibitions therefor.

Note 2: In the event that the relevant unit is computerized, the contents of said books shall be transferred onto the computer.

- Article 133: Workshops and industrial, agricultural, and services institutions shall be managed as follows:
 - a) The responsibility for the management of workshops and industrial, agricultural, and services institutions, in terms of the type and level of production, work quality and quantity, purchase and sale, transactions, entering into and performing contracts, technical and specialized issues, and other such cases and activities, lies with the head of the workshop or the institutions.
 - b) The Organization shall be in charge of policing and security issues, providing workers, the manner of dispatching them to the workshop, and addressing prisoners' cultural and hygiene-related needs.
- Article 134: It is prohibited to use convicts for guarding and policing purposes, as well as for use in the prison or institution's administrative affairs.
- Article 135: Performing service-related work inside wards and prisons, and industrial, agricultural, and services institutions, as well as in workshops shall be done by convicts in order and without discrimination.

Note: In the event that the convict refuses to perform tasks assigned to him/her inside prison or affiliated institutions without a valid excuse, such refusal shall be considered a violation of the relevant rules and the convict shall be punished as determined by the Disciplinary Council.

Chapter 4: Rehabilitation Programs

- Article 136: In order to teach convicts literacy, increase their knowledge, and prevent their time from being wasted, and in order to strengthen their resolve and nurture their thinking and their hidden talents, all prisons and vocational training and employment centers shall provide technical, vocational, and religious education through the relevant government Ministries, and educational, scientific, technical, professional, and governmental institutions or institutions affiliated with the government, and through charitable organizations and the Literacy Movement, with their cooperation, and under the supervision of the relevant units in prisons and vocational training and employment centers.
- Article 137: While serving their time in prison or an institution, and taking into consideration the length of the sentence imposed and the type of scientific, religious, technical, and vocational education established in prisons, convicts shall become literate, and [those who are already literate] shall continue their scientific, religious, and vocational education.

Note: Participation of illiterate individuals under the age of 60 in literacy classes is mandatory. Non-participation in said classes may result in deprivation of privileges.

- Article 138: Instruction in prisons' scientific, technical, and vocational schools shall be done in cooperation with the relevant Ministries, organizations, and scientific, technical, and vocational institutions, and [classes shall be taught] by scientific, technical, and vocational instructors according to the programs set by the relevant units in the prison or the institution.
- Article 139: Annual [countrywide academic] examinations must be conducted inside prisons in conformity with the official timetables of relevant organs, and every student shall be given an official certificate without making any references to the student being a convict; the certificate shall be handed in a special ceremony which would encourage the student to continue his/her studies.
- Article 140: In order to help the convicts in their social re-integration and full re-entry into the social environment, the Organization shall procure inside the prison or the institution, all the means necessary for the convicts' elementary, middle school, high school, and higher education, as well as specialized, scientific, technical, and vocational programs for those interested in continuing their education; [said objectives shall be accomplished] through implementing regular or distance learning programs, while adhering to the relevant regulations, and through relevant Ministries and institutions and in cooperation therewith.
- Article 141: The costs related to higher education, whether through regular programs or distance learning, shall be borne by the convict. The prison shall procure and put at the convict's disposal the necessary books and equipment, at the convict's own expense.

Note: In the event that the convict cannot pay for expenses enumerated in this Article due to poverty, said expenses shall be borne by the Association for the Support and Protection of Prisoners.

- Article 142: Elementary school, middle school, high school, and higher education institution final examinations shall be administered inside the prison or institution under the direct supervision of the relevant Ministries or institutions.
- Article 143: In addition to his/her educational programs, and with the prison warden's consent, a convict may individually conduct his/her university, technical, vocational, and research studies as individualized and distinguished activities inside the prison or institution, and procure through the people in charge of the prison's educational programs the necessary means and equipment at his/her own expense, or if possible, at the government's expense, while adhering to the internal regulations of prisons and vocational training and employment centers.
- Article 144: With the assistance and cooperation of government Ministries, and various organizations and institutions, a well-equipped [and well-stocked] library shall be

established at every prison or institution, taking into account the number of convicts therein, where an appropriate number of scientific, religious, moral, and technical books shall be procured for the convicts to read. Convicts may read in the library at the prescribed times, and may borrow books therefrom upon permission of the people in charge of the library, and return the same completely clean and intact.

- Article 145: Any convict who is negligent in keeping a book clean and intact and/or negligent in returning the book to the library in a timely fashion shall pay the appropriate compensation based on the opinion of the person in charge of the library and with the prison warden's consent.
- Article 146: It is permitted to read authorized newspapers and magazines inside the prison or institution.
- Article 147: With the assistance and cooperation of the relevant organs, the necessary educational audio and video equipment shall be procured for convicts in the prison or institution.
- Article 148: At the time of the convict's admission [to the prison or institution], his/her official religion shall be entered in the questionnaire they fill out, and in order to strengthen and solidify the convicts' religious foundations and [to allow them] to implement their religious rites, the necessary facilities will be procured at the prison (the location) and by prison officials in order for them to carry out their religious duties, with the assistance of the Ministry of Culture and Islamic Guidance.
- Article 149: Any convict who is an adherent of one of the country's official religions, may have and keep at the public or individual dormitory, a copy of their religion's Holy Book, a prayer book, prayer rug or mat, and prayer stone in order to carry out his/her religious duties.
- Article 150: Any convict who is an adherent of one of the country's official religions, may request, if necessary, that with the prison warden's consent, a representative of his/her religion be present at the prison or institution in order to guide and enlighten the convict in carrying out his/her religious rites, or answering his/her religious questions.
- Article 151: Sports and physical education equipment and facilities, such as coaches, covered sports fields, uncovered fields, and the necessary equipment for individual and group sports, shall be available in every prison if possible.
- Article 152: It is mandatory to implement morning exercise programs in prisons in order to promote the convicts' physical and mental health (for convicts who are able to do the exercises); in accordance with the program planned for them, convicts must do sports in open air for at least half an hour a day.

- Article 153: At the prison warden's suggestion, and with the relevant director general and the supervising judge's consent, and upon implementation of legal and police formalities, a convict may participate in sports events and cultural and religious activities outside prison.

Note: Participation in sports events outside the country is subject to its own specific regulations in addition to the aforementioned provisions.

- Article 154: In order to foster artistic ideas and talents and to raise the convicts' level of knowledge, at the suggestion of the Office of the Deputy for Rehabilitation, with the prison warden's consent, and the assistance and cooperation of relevant government Ministries, institutions, and organizations, monthly [theatrical] plays shall be organized in prisons.

Only convicts with whose work ethic and behavior the warden is satisfied and whose moral competence has been approved by the Classification Council can partake in monthly plays. Furthermore, in order to nurture the convicts' physical and mental welfare, at the suggestion of the prison warden and with the director general and the supervising judge's consent, convicts who have shown good behavior and have thoroughly abided by the institution or prison's rule, may be dispatched at least once a month to Friday Prayers or to the town's public recreation [parks and centers] that have been designated by the institution or prison for that purpose. Securing the convicts in such circumstances will be the responsibility of the prison police officers, observing all relevant regulations, and local police officers will be utilized if necessary.

- Article 155: It is permitted to show educational and moral films under the supervision of the prison or institution's Office of the Deputy for Rehabilitation, with the assistance and cooperation of relevant administrations and organizations, observing the provisions of the preceding Article.
- Article 156: Convicts may watch television or listen to the radio in their spare time based on the pre-determined program, while respecting the orderly [workings of the prison].
- Article 157: At the prison officials' discretion, eligible convicts may utilize and benefit from rehabilitation programs unless a particular convict associating with other defendants and convicts is not expedient due to the convict's lack of moral competence, the type and importance of the crime, and/or pursuant to a judicial order.
- Article 158: From the date of ratification hereof, the Office of the Deputy for Rehabilitation shall be tasked with the monthly and annual assessment of all rehabilitative activities provided for herein, whether educational, vocational, religious, and the like, through rehabilitation units inside prisons and other institutions, in order to determine their effectiveness on the convicts' re-integration and on reducing recidivism. In the event that any of these programs prove to be ineffectual, other goal-oriented rehabilitative programs the implementation of which will lead to a reduction in recidivism

must be devised, drafted, and implemented. A copy of the monthly and annual assessment reports shall be presented to the Head of the Organization.

Note: Disregarding the provisions of this Article shall be considered a violation and shall result in referral to bodies tasked with adjudicating administrative violations.

- Article 159: Convicts may learn of the country's news and events through authorized mass media inside the prison or institution such as radio, television, and at least one large circulation newspaper.
- Article 160: If possible, every prison must publish a monthly publication under the supervision of the rehabilitation unit, and print therein information regarding rehabilitative activities, the prison or institution's law enforcement regulations, and articles written by instructors and convicts. Convicts are not allowed to ask the public for money or services in their articles; writings published in the prison publication must solely have moral, educational, scientific and recreational purposes.
- Article 161: Permission to visit prisons shall be granted by written order of the Prisons Director General or competent judiciary officials to state officials, and additionally, only to those who teach or conduct research in curricula related to theology, social sciences, ethics, education, criminology, criminal law, and prison administration sciences, or to individuals who are members of charitable organizations engaged in religious, social, and convict rehabilitation work.
- Article 162: Officials allowed to enter prisons and correctional - educational institutions are:
The Head of the Judiciary Branch and his deputies; the Chief Justice of the Supreme Court; the Judges Disciplinary Prosecutor; the Head of the Organization and his deputies; the Organization's Director Generals; inspectors dispatched by the Head of the Judiciary Branch; the Organization's Inspection and Information Offices agents; the State General Inspection Organization inspectors, pursuant to an official decree; the person in charge of the Organization's Office for the Protection of Citizens' Rights and persons in charge of said Office's provincial units located in the jurisdiction of the province where they are employed; heads of various Judiciary offices; prison supervising judges; the Prosecutor and his assistants; trial judges and prosecutors regarding cases before them; the heads of the Armed Forces Judicial Organization, its prosecutor and his assistants regarding cases of defendants and convicts related to this Organization.

Note 1: The following individuals may enter the prison with the information and permission of the prison warden and observing other provisions hereof, within the bounds of their jobs and duties, and if necessary:

The executive director, the chairman of the board of directors, employees, and social workers of the local Association for the Support and Protection of Prisoners, located in that particular town.

Note 2: Entry and exit of the Ministry of Information's intelligence agents in the performance of their duties shall be permitted only upon introduction and coordination with the Organization and only within the bounds of the Law and Regulations on the Establishment of the Ministry of Information.

Note 3: Entry of officers to the internal premises of prisons, institutions, wards, and jails armed with firearms or cold weapons is prohibited except in crisis situations and pursuant to an order; violation of this provision shall be prosecuted to the full extent of the law.

- Article 163: Visitors are prohibited from taking photographs, exchanging objects or letters, carrying voice recorders, cameras, prohibited materials, and the like, while visiting.
- Article 164: Visitors must have obtained the head of the institution or prison's prior special permission, and present the written permission and their identification papers to the person in charge of guarding the premises; the time of entry, their full particulars, the reason for their visit, and the time of exit must be recorded in the Visitors' Log (Registry). In the event that the visitor has any critique or reform-oriented opinions, the same must be entered in said Registry. Such views shall be reported to the Organization through the General Administration so that their cooperation and guidance can be used to its fullest in improving the conditions of prisons and institutions.
- Article 165: With the permission of the Organization's Office of the Deputy for Rehabilitation, it is permitted to videotape, obtain news, and publish convicts' stories and pictures in such a way as not to identify, smear, or shame them unless they give their written consent [to divulge their identity].
- Article 166: Performing a marriage or divorce, or documenting any transaction, contract, or obligation where the convict is a party shall be done with the relevant judicial authority or the prison supervising judge's authorization, and if necessary, inside the prison or institution, by an official notary under more equitable conditions compared to other notary offices so as not to violate the convict's or other real or legal person's rights.

Chapter 5: Violations and Punishments Inside Vocational training and Employment Centers and Inside Prisons

- Article 167: Group protests, complaints, and visitation requests, as well as strikes, by convicts and defendants are prohibited. A convict may, however, make an oral or written request to meet with the prison supervising judge or the prison warden or head of institution, and put their complaint or protest in the boxes designed for that purpose.

Therefore, boxes shall be placed in appropriate places and shall be emptied and examined at least once a week by the supervising judge.

Note: Reports unrelated to the prison or institution, or reports that do not bear the writer's signature and particulars, shall not be taken under advisement.

- Article 168: As soon as a convict learns of the occurrence of incidents, potential misconduct, and acts the occurrence of which shall disturb the institution or prison's internal order, he/she shall immediately inform the person in charge of guarding duties or any prison official.
- Article 169: It is strictly prohibited to be aggressive toward, insult, utter obscenities, or physically punish defendants and convicts, and/or implement violent, cruel, and degrading punishments against them.
- Article 170: Pursuant to an order by the prison warden or the head of the institution, or in their absence, the prison or institution's highest ranking official, it is permitted to handcuff convicts and defendants in order to keep them from beating themselves, harass and bother others, damage property, and prevent them from escaping while being dispatched to another location.
- Article 171: In the event of a riot by convicts and defendants, institutions' and prisons' employees shall do their utmost to restore calm and order and prevent bloodshed or damage to individuals and property; if necessary, they shall ask for the assistance of the local police, prevent the riot from spreading, and identify the violators to the judiciary or the prison or institution's Disciplinary Council as the case may require.
- Article 172: All convicts and defendants must treat one another and behave toward each other in a kind and civil fashion, obey the institution or prison officials' orders, and abide by all of the prison's internal regulations; in the event of a violation thereof, the case shall be brought up before the Disciplinary Council and the decisions of the latter shall be implemented.
- Article 173: In the event that convicts and defendants have an issue with each other, they shall inform the ward's educational instructor of the matter; if the [head of the ward], who must resolve the disagreement in an appropriate fashion is unable to do so, the matter shall be reported to the prison warden or the head of the institution so that they may take appropriate action in that regard.

Note: Fights in prison, beating oneself, attempting suicide or making threats thereof, and any action that is considered a violation pursuant to regulations, is prohibited and the violator shall be punished pursuant to the Disciplinary Council's decision and reported to judicial authorities if the case so requires.

- Article 174: A Disciplinary Council composed of the following people shall be established for the purpose of examining violations by convicts and defendants: The people in charge of judiciary, rehabilitation, and information protection units; the head of the relevant ward; and a social worker selected by the prison warden. Its decisions shall be enforceable by a majority vote.
- Article 175: Disciplinary actions are as follows:
 1. Deprivation of visitation for a maximum of three times;
 2. Deprivation of leave for 3 months;
 3. Deprivation of being suggested for pardon or conditional release for a maximum of twenty days;
 4. Solitary confinement for a maximum of twenty days.

Note1: Punishments 1 through 3 can be directly implemented by the Disciplinary Council and anything beyond that is subject to the supervising judge's approval.

Note 2: The prison warden, or the highest prison or institution official in his absence, may, in non-business hours and during holidays, dispatch convicts who have disrupted the order to solitary confinement until the start of business hours, and inform the Disciplinary Council of the circumstances for its decision.

- Article 176: Once the Disciplinary Council has made a decision, it can suspend punishments in whole or in part for six months upon a majority vote; if the convict does not commit a crime or a violation during that period, said punishments shall not be implemented; otherwise, in addition to the punishment for the recently committed crime or violation, the punishments previously ordered and suspended by the Disciplinary Council shall also be implemented.
- Article 177: The Disciplinary Council's decisions shall be implemented by order of the prison warden or his deputy; a minutes of the type of punishment and the implementation thereof shall be drafted and entered into the convict's file and kept in archives. In the event that the convict does not commit another crime or violation for a period of one year from the date of his/her last violation and exhibits good behavior, the incidental consequences of the punishment shall be eliminated; otherwise, when the convict is up for pardon, it shall be entered and considered in his/her Behavior Table as a negative point.
- Article 178: In the event that the actions committed by the convict amount to a criminal or civil offense as well as a disciplinary violation, in addition to the punishments contained herein, said convict's actions shall be reported to the supervising judge for a decision.
- Article 179: The convict or defendant shall compensate the vocational training and employment center or the prison for all damages inflicted, and in the event that the convict's actions are deliberate or that he/she refuses to compensate [the prison or

institution] for damages, the convict shall be reported to the supervising judge pursuant to applicable regulations. Furthermore, in the event that the amount of compensation amounts to a figure up to one million Rials, the head of the institution or the prison warden or their deputies may withdraw said amount from the convict or defendant's account or from funds related to him/her and so inform the convict or defendant.

Part 3: The Convict's Contact with the World Outside Vocational Training and Employment Centers or Prisons (Articles 180 to 236)

- Chapter 1: Visitation
- Chapter 2: Sending Postal Correspondence
- Chapter 3: Leave
- Chapter 4: Transfer, Dispatch, and Accompanying a Convict

Chapter 1: Visitation

- Article 180: All convicts and defendants are authorized to have contact with their friends and family under strict supervision and pursuant to the provisions of these Regulations; such contact shall be through visitation and correspondence.

Note: In the event that a defendant's visitation or correspondence is contrary to the good flow and progress of the trial, the relevant judge must declare in writing that visitation or correspondence with such [defendant or] convict is prohibited. In such circumstances and during such prohibition, meeting or corresponding with the convict shall only be authorized by written permission of competent judicial authorities. Violation of the provisions of this Note shall be prosecuted to the full extent of the law; after the start of the trial, however, the detainee's defense attorney shall have the right to meet with him/her, and no police, administrative, or judicial officers may prevent such meeting whatsoever.

- Article 181: The convicts' general visitations area must be equipped with at least unbreakable glass walls, telephone equipment, and sound proofing equipment; said equipment must be installed in such a way so as not to disturb others when convicts meet and talk with visitors, and so that conversations can take place with ease.

Note: In order to build such facilities, the purpose of which is the welfare of the convicts' families, the authorities in charge of prisons and institutions may use funds from the local Association for the Support and Protection of Prisoners.

- Article 182: The convict or defendant's wife or husband, father, mother, brother, sister, and children, as well as his/her father-in-law and mother-in-law, may visit with the convict based on weekly visitation conditions; the convicts' other friends and relatives

may visit upon a request to and the grant of permission by the head of the institution, the prison warden, or the supervising judge.

- Article 183: At the discretion of the head of the institution or the supervising judge, convicts with good behavior may have in-person visitations with their spouse, children, father, mother, brother, sister, and their in-laws in the presence of a guard.
- Article 184: Convicts of vocational training workshops outside prison may also visit at least once a week with persons enumerated in Article 182 above. The place of visitation of this group of convicts shall be an appropriate location designated for such purpose; the presence of a guard shall be necessary.
- Article 185: With the prison warden or the supervising judge's consent, convicts and defendants may have private visitations with their spouse and children without the presence of a guard, under certain circumstances.
- Article 186: The State Dispute Resolution Councils General Administration may establish a branch in each vocational training and employment center or prison for the purpose of resolving the disputes between convicts and their private plaintiffs; this shall be accomplished upon the Organization's decision and within the framework of the Dispute Resolution Councils Executive Guidelines. Prison wardens, heads of detention centers, and heads of vocational training and employment centers shall take action in that regard and extend the necessary cooperation within their capacities.
- Article 187: In order to protect their client's rights, attorneys at law who have an official Power of Attorney [to represent their client], upon obtaining written authorization from the relevant judge or the supervising judge, may go to the prison, and upon presentation of their official power of attorney to the warden, meet with their client in a special room separate from the general visitation hall, if possible. In the event that the convict is prohibited from visitations, such meeting shall take place with the opinion of relevant judicial authorities. It goes without saying that prison officials shall lay the groundwork for [and facilitate] the drafting of the official power of attorney.

Note 1: The Bar Association may build a room in every prison, at its own expense and with the Organization's opinion, which will be used for the purpose of attorneys at law meeting with their clients.

Note 2: The provisions of this Article apply to the Judiciary Branch's lawyers and legal advisers.

- Article 188: The head of the institution or the prison warden shall prepare each institution or prison's general visitation program in terms of the appropriate day and time commensurate with the seasons of the year and each locality's needs, which program shall be advertised upon the approval of the relevant director general.

Note 1: The visitation program must be prepared in such a way that male and female visitors and male and female [inmates] can meet separately.

Note 2: The general visitation program must be prepared in such a way so as to allow every convict to have visitation at least once a week for no less than 20 minutes.

- Article 189: In addition to competent judicial authorities, the head of the institution, the prison warden, and the province's prisons director general may also issue permission to persons authorized by the Regulations to visit with the convict, if they deem it necessary.

Note: In the event that the Disciplinary Council has issued a limitation [or prohibition] of visitation for the convict, approved by the supervising judge, the matter shall be communicated to the authorities stated above with the reasons therefor, so that they can refrain from permitting visitation.

- Article 190: in consultation with the [relevant] physician, the prison warden may facilitate visitations with convicts who are ill and hospitalized or are not able to move.
- Article 191: It is strictly prohibited for the visitor and the convict to exchange letters or permitted objects in any fashion without the prison warden or his representative's authorization; the guard shall police the visitation and ensure the full implementation of discipline and [of regulations].

Note: Violations, negligence, or carelessness by the visitation guard shall result in prosecution or administrative action.

- Article 192: Visitation of foreign nationals with their families or others shall take place in the presence of a translator trusted [by the Organization] unless their conversation is conducted in Persian. The Organization shall pay for the translator's services.
- Article 193: Visitation by diplomatic and consular representatives of the convict's country of citizenship shall be done upon introduction by the Ministry of Foreign Affairs and permission of the Prosecutor, adjudicating judges, or the prison's supervising judge.

Note: Convicts whose country does not have a diplomatic representative in Iran may meet with the diplomatic or consular representative of the government that is in charge of protecting their country's interest, observing the provisions of this Article.

- Article 194: In all instances where a foreign national visits with a convict or defendant, a prison employee who is at least familiar with said convict's language must be present and the conversation must take place without whispering and with a loud voice. In the event that the person in charge of the visitation determines that the subject matter of the parties' conversation is contrary to the institution or the prison's internal regulations and

guidelines, said person must immediately end the visitation and report the circumstances to the prison warden.

- Article 195: Heads of vocational training and employment centers and prison wardens must make arrangements so that the visitors' waiting area is equipped with restrooms, store, and other facilities; arrangements must also be made so that visitors go to the visitation hall through a path separate from the institution or prison's public area.
- Article 196: In all cases, the head of the institution or the prison warden shall set the visitation program in terms of days, hours, and the length and manner of the visitation.
- Article 197: If the facilities allow it, supervising judges must be based in vocational training and employment centers and prisons so that they may carry out their duties, including addressing the convicts' problems, up close. Otherwise, they must inspect the institution or prison where they serve at least three times a week.

Chapter 2: Sending Postal Correspondence

- Article 198: A convict or defendant who has not been banned from visitation may write and send two letters per week addressed to his/her spouse and children, parents, official attorney, other friends and relatives, and judicial authorities, and one letter per month to the country's officials observing religious tenets and legal requirements. These letters shall be signed and fingerprinted in the presence of the official in charge of dispatching letters, sealed with the seal of the relevant unit upon being certified by said official, and dispatched once it is duly recorded in the Correspondence Registry.

Note: With the prosecutor's permission or the authorization of the judicial authority adjudicating the case, a defendant or convict banned from visitation may write an open letter to his/her family and official attorney if necessary, and send the same upon the approval of the judicial authority.

- Article 199: In extraordinary and urgent cases, upon the supervising judge or the prison warden's authorization, a defendant or convict may correspond more times than what has been allotted by law, with his/her relatives, competent legal authorities, or other persons who are competent and effective in one form or another in the convict or defendant's education and training, and in resolving his/her personal, family, and social issues, observing relevant regulations.
- Article 200: Letters sent or received by the defendant or convict must be closely examined and read by the person in charge of the dispatching unit, who is chosen from among the institution or prison's experienced and trusted officials, and dispatched to its destination upon signature and seal of said unit.

- Article 201: Letters the contents of which are perverted and deviant; contrary to the institution or the prison's regulations; against public order and decency; contrary to good morals; or defamatory; or contain curse words, insults, obscene language, threats, accusations, or slanderous remarks as well as unjustifiable and repetitive complaints about matters that have previously been examined, and the drafting and sending of which serves the sole purpose of harassment, shall be confiscated by order of the head of the institution or the prison warden and the writer of said letter shall be subjected to disciplinary action and or criminal prosecution pursuant to these Regulations.
- Article 202: Letters must be written in a clear and legible handwriting and in Persian, and the subject matters therein must consist of the facts related to the writer's family and personal circumstances, and the course of the proceedings.
- Article 203: All dispatched letters must be recorded in the special registry therefor, and the writer's name, last name, and full particulars, [the court] order or decision number, the convict's number, the writer's dormitory number, and the addressee's name and address must be clearly written on the envelope so that it can be turned over to the writer in case the letter is returned, using the details contained in said registry.
- Article 204: In the event that there are no local facilities available to translate and examine letters written in a foreign language, said letters must be sent to the Prisons General Administration and ultimately to the Organization, so that it can be returned to the relevant prison upon completion of the necessary analyses and determination that the dispatch of such letter to its destination is permitted.
- Article 205: Defendants and convicts who are foreign nationals may correspond with their country's diplomatic and consular representative through the Ministry of Foreign Affairs; their letters must be examined in accordance with the provisions of these Regulations and sent to their destination.
- Article 206: In urgent cases, a convict may contact individuals or officials by telegraph or telephone, observing the provisions of these Regulations; the costs thereof shall be borne by the convict.

Note: Convicts who are foreign nationals may have telephone conversations in the presence of a translator trusted by the Organization.

- Article 207: General Administrations' inspection units shall procure complaint boxes for every prison and put them at the convicts' disposal so that if they have any complaints about the detention center, institution, or prison, they can put such complaints directly in said box in the form of a letter containing the reasons therefor, bearing the convict's true identity on the envelope. This box shall be opened once a week by the General Administration's inspector and the complaints therein shall be examined by the inspection unit.

- Article 208: Acceptance and distribution of the convicts' letters takes place between 11 AM and 2 PM. Except in urgent cases, every telegraph and/or letter must be delivered to the convict or the relevant official within a maximum of two days from receipt.
- Article 209: In the event that the convict has any complaints against the detention center, institution, or prison about the manner of implementation of his/her detention or incarceration, or regarding any other matter(s), he/she can voice his/her complaint in a closed letter directly to head of the institution or the prison warden, and the latter shall forward such letters to the relevant authorities.
- Article 210: A defendant or convict may receive and read religious, scientific, and educational books or any other authorized book or magazine upon consultation with and permission of the person in charge of the rehabilitation unit.
- Article 211: Bringing in clothes, blankets, and foodstuffs by defendants and convicts shall be done in accordance with the guidelines issued by the Organization.

Note: 10 days prior to their release, convicts may receive clothes from outside the prison; these clothes shall be turned over to the warehouse and the convicts can put them on when they leave [the prison or institution].

- Article 212: Packages sent to defendants and convicts by mail shall be received and inspected by experienced officers trusted by the prison. In the event that the packages contain objects possession of which is considered to be a crime, the matter shall be reported to the competent judicial authority for a decision, and in the event that keeping the same is prohibited inside prison, said package shall be returned to the defendant or convict's family, or considered as the convict's property and confiscated until his/her release.

Chapter 3: Prisoner Leave

- Article 213: Prisoners shall be granted leave within the framework of this Chapter's provisions in order to help them strengthen the foundations of the family and their family and social relations; address their urgent personal, family, and judicial problems; [facilitate] their social reintegration and lay the groundwork for their return to society; and [facilitate] their active participation in reformatory, educational, cultural, athletic, vocational, and employment programs.

Note: Grant of leave to prisoners is not a right and enjoyment thereof is subject to observing prison rules and regulations and acquiring the necessary points.

- Article 214: Conditions for the grant of leave:

- a) Convicts sentenced to imprisonment of up to 15 years must have served at least one sixth of their prison term; convicts sentenced to more than 15 years and to life in prison, must have served at least three years of their prison term. In the case of convicts with prior conviction(s) for intentional crimes, a period of one month shall be added to the aforementioned time served requirement, for each conviction.
- b) Convicts in prison for not having paid a monetary penalty, or not having paid the amount of a financial conviction (provided for in Articles 1 and 2 of the Law on the Manner of Implementation of Financial Convictions), or both, must have served at least one month for said conviction(s).
- c) Obtaining at least 200 points for each leave according to the following criteria:
 1. Observing the prison's disciplinary rules and regulations, 10 points per month;
 2. Cooperating in restoring order and discipline and preventing internal violations, 20 points per month;
 3. Cooperating in carrying out cultural activities, 10 points per month;
 4. Making efforts un participating in Friday Prayers and other religious rites, 30 points per month;
 5. Participating in programs related to reciting, teaching and learning the reading of, translating, understanding the concepts of, and memorizing the Koran or the Nahjul Balagha, morals, and beliefs, 20 points per month for each program;
 6. Passing the examinations in programs related to reading, translating, understanding the concepts of and memorizing the Koran or Nahjul Balagha, morals, and beliefs, 30 points per program;
 7. Participating in Ahkam (generally meaning orders or judgments; the meaning here is "Divine Rules" or "God's will") programs, levels 1 and 2, 10 points for each level per month;
 8. Passing Ahkam examinations, levels 1 and 2, 30 points each;
 9. Participation in each book reading program, 20 points;
 10. Memorizing the Koran, 200 points for each Juz' ("Part");
 11. Being chosen for the county, province, or national Koran Festival and/or getting a ranking therein, 100 points for each;
 12. Enrolling in academic courses in any educational phase, 20 points per month;
 13. Passing each educational phase, 30 points;
 14. Participating in cultural, artistic, and sports classes, 20 points per month;
 15. Participating in any teacher training, assistant teacher training, or instructor training program inside prison, 10 points;
 16. Obtaining the certificate of completion of any teacher training, assistant teacher training, or instructor training program, 30 points;
 17. Teaching in any educational, cultural, and athletic classes, 20 points per month;
 18. Getting ranked in any cultural or artistic festivals, or in sports tournaments regardless of whether it is at the county, province, or national level, 30 points;
 19. Acceptance to college, 50 points;
 20. Participating in technical and vocational classes, 10 points per month;
 21. Obtaining the certificate of completion of technical and vocational classes in any subject, 50 points per month;

22. Working in workshops and performing prison services, 40 points per month;
23. Participating in fundamental life skills programs, 5 points per skill and a maximum of 50 points;
24. Obtaining the certificate of completion of fundamental life skills programs, 10 points per skill and a maximum of 100 points;
25. Participating in counseling and psychotherapy meetings and classes, 20 points per month;
26. Completely kicking drug addiction as approved by the prison infirmary, 200 points;
27. Payment of monetary penalty for one percent of the amount, 5 points;
28. Obtaining the plaintiff or plaintiffs' forgiveness, 200 points maximum (If there are multiple plaintiffs, the number of points will be divided by the number of plaintiffs);
29. Other actions and activities not provided for in this Paragraph, as determined by the Classification Council.

Note 1: Obtaining the aforementioned points is subject to issuance of a certificate by the relevant units and the approval of the prison warden.

Note 2: Male convicts over the age of 60 and female convicts over the age of 55, female heads of household (so determined pursuant to a documented certificate), mothers of children under the age of 10, and/or former veterans, shall be entitled to leave upon obtaining a minimum of 150 points and observing other conditions stated herein.

Note 3: In the event that convicts sentenced to more than 10 years in prison are able to obtain 1000 points through extraordinary efforts, they shall be entitled to leave if they have already served one year of their prison term.

Note 4: In the event of one of their close family members' (father, mother, child, spouse, brother, sister) marriage or death, all convicts, with the exception of those falling under Article 221 herein, shall be entitled to one leave without fulfilling the conditions stated in this Article.

- Article 215: Length of leave:
 - a) In the event that convicts sentenced to imprisonment for non-intentional crimes, and convicts who are in prison solely for non-payment of a monetary penalty, Diah, and/or non-criminal financial sentences obtain the necessary points, they shall be granted a hortative leave of three to five days for every two months served.
 - b) Inmates convicted of all other crimes who have obtained the necessary points, shall be granted a hortative leave of three to five days for every three months served provided that they do not have a prior conviction for intentional crimes, and if they do have a prior conviction for intentional crimes, they shall be granted a hortative leave of three to five days for every four months served.
 - c) In the event that female heads of household and mothers of children under 10 years of age obtain the necessary points and do not have a prior conviction for intentional

- crimes, they shall be granted a hortative leave of three to five days for every two months served.
- d) Obtaining points in excess of the requirements results in a renewal of the leave for convicts at the end of each leave. The Classification Council shall determine the renewal period which, in any event, may not exceed the number of days set for each leave.
- e) In the event that the distance between the inmate's place of residence and the place he/she is serving time exceeds one hundred kilometers, at the Classification Council's discretion and in proportion to the distance, one to four days shall be added to the leave as travel time.
- Article 216: Convicts who, based on the prison physician's diagnosis, need to be hospitalized at treatment centers outside the prison may use leave without fulfilling the Article 214 requirements for the treatment period. In the event that hospitalization must be continued for more than one month, as determined by the hospital and approved by the Medical Examiner, leave may be renewed, in which case, the date and place of hospitalization must be specified so that the prison Guard Unit can inspect the same, if necessary.
 - Article 217: Granting leave to convicts is subject to the approval of the prison Classification Council and to obtaining appropriate collateral [or bond] by the relevant judicial authority. Obtaining collateral [or bond] and the actions related thereto shall be done pursuant to the rules related to collateral and bond orders of the Law on the Rules of Criminal Procedure, and to the Supreme Court General Council's Unifying Opinion Number 680 dated August 16, 2005.
- Note: Collateral so obtained shall be valid for purposes of future leaves, once it has been explained to the inmate or the person posting collateral or bond, and leave may be granted on that basis.
- Article 218: The local prosecutor or the head of the Judiciary jurisdiction who performs the functions of the prosecutor may, in accordance with the provisions of this Chapter, obtain the appropriate collateral or bond and grant leave *sua sponte*.
 - Article 219: The Classification Council shall take into consideration a convict's behavioral characteristic file, and in the event that the remainder of their prison term is at most equivalent to one tenth of their sentence, the Council shall grant leave to such convict without obtaining collateral or bond upon obtaining a written pledge, provided that it deems the convict worthy of leave, taking into consideration the convict's physical condition, his/her family's financial situation, his/her propensity for being reformed, his/her personality, the number of points earned, and provided that said remainder of prison term does not exceed six months.

- Article 220: In urgent cases and in the event of unexpected incidents, defendants and convicts (who otherwise do not fulfill the requirements for a grant of leave) may go on leave under guard for a maximum of 12 hours per day, upon a decision of the Classification Council and the approval of the judge implementing the sentence, the head of the Judiciary jurisdiction, or the arresting authority.
- Article 221: Exclusions from a grant of leave:
The following convicts shall be excluded from a grant of leave:
 - a) Inmates convicted of armed robbery and/or robbery with [physical] harm [or assault]; theft of another's property through pickpocketing and bag grabbing; espionage; acting against national security; kidnapping; organized and gang-related crimes; rape; establishing corruption and prostitution centers; throwing acid [at others]; disrupting the economic system; importing, manufacturing, distributing, and selling alcoholic beverages; armed traffic and/or wholesale traffic of narcotics and psychotropic drugs.
 - b) Convicts with three prior convictions for the same crime.
 - c) Convicts known for being hoodlums and evildoers.
 - d) Convicts sentenced to Qesas and death.

Note 1: Wholesale traffic of narcotics and psychotropic drugs means cases the legal punishment for which is life imprisonment or the death penalty.

Note 2: It is prohibited to grant leave during Nowruz holidays to inmates convicted of theft crimes.

- Article 222: With the prosecutor's approval, convicts mentioned in the previous Article, with the exception of those sentenced to Qesas and death, may be granted leave provided they obtain the points stated in Article 214 above and have served one half (1/2) of their prison sentence.

Note: For convicts sentenced to life imprisonment subject to Article 221 above, the duration of initial time served shall be 10 years.

- Article 223: In the event that the prisoners subject to Article 221 above, as well as convicts with sentences of more than 10 years, are granted leave, it is necessary for the official granting leave to inform relevant police units of the matter so that said convicts can be put under watch and supervision in an appropriate fashion.
- Article 224: Convicts that are not eligible for leave for any reason, shall be granted a single leave in urgent or special situations upon a proposal by the Classification Council and upon the approval of the local prosecutor.
- Article 225: Time on leave shall count as time served on their sentence; however, absence shall not count as time served. In the event that the inmate becomes absent after the grant of leave, in addition to the legal punishment, he/she shall be deprived of

leave for 6 months for the first such absence, one year for the second absence, and until the end of the prison term for the third absence. If the prisoner does not return to prison upon expiration of the leave and is arrested by law enforcement officers and turned over to the prison, said prisoner shall be deprived of leave until the end of his/her prison term.

Note: In the event that the prisoner's absence is deemed justified [and excused] as determined and approved by the local prosecutor, the head of the Judiciary jurisdiction who performs the duties of the prosecutor, or the Classification Council, said absent prisoner shall be exempt from the provisions of this Article.

- Article 226: Prisoners who commit intentional crimes while on leave or employed outside the prison, shall be deprived of leave for one year for the first instance of commission of such crimes, two years for the second instance, and three years for the third instance.
- Article 227: The prosecutor or the Classification Council may set certain conditions [and/or prohibitions] for prisoners who go on leave, such as periodic visits to and appearance before law enforcement authorities, or prohibition from being in certain places during leave. In the event that the prisoners do not abide by such orders, the remainder of their leave shall be aborted and they shall be deprived of the next leave.
- Article 228: In the event that the inmate does not return to prison upon termination of leave, the prison warden shall take the necessary actions to arrest and return said inmate to prison and immediately inform the relevant judicial authority of the inmate's absence so that the formalities for confiscation of the collateral may be implemented. The relevant judicial authority shall, in turn, inform the prison of the results of the actions related to confiscation of collateral for purposes of recordation in the inmate's file.
- Article 229: This Chapter's Executive Guidelines shall be prepared and communicated [to all relevant officials] by the Head of the Prisons Organization.

In implementing Article 9 of the Law on Replacing the Administration Council for the Country's Prisons and for Correctional and Educative Measures with the State Organization for Prisons and for Correctional and Educative Measures of 1986, the Amendment to Part Three, Chapter 3, of the Regulations for the State Organization for Prisons and Correctional and Educative Measures, composed of 17 Articles and 10 Notes, was ratified by the Head of the Judiciary on May 11, 2010, and is binding and in force starting June 22, 2010. Furthermore, all regulations, directives, and guidelines that are in conflict with this Amendment shall be nullified starting the date on which said Amendment becomes binding and in force.

Chapter 4: Transfer, Dispatch, and Accompanying a Convict

- Article 230: Every defendant or convict shall be detained or incarcerated in a detention center, vocational training and employment center, or prison located in the jurisdiction issuing the [temporary] order or sentence, unless the court issuing such order or sentence designates another location pursuant to the law.

Note: In the event that convicts who are incarcerated in a prison are summoned as a defendant for investigation purposes by a judicial authority other than the judicial authority (ies) issuing their sentence or order, the prison warden shall dispatch such convicts [to the summoning court] and inform competent judicial authorities thereof.

- Article 231: The Organization shall designate the convicts' and defendants' place of incarceration in the jurisdiction, as well as set the times, frequency, type of visitation, and shall make other arrangements for visitation, leave and the moving of prisoners [from place to place].
- Article 232: Every two months, on the basis of the convict's request, or *sua sponte*, and based on the convict's improved or deteriorated moral condition, the heads of vocational and employment centers shall propose to the Admission and Evaluation Unit a change of the type of facilities where the convict is incarcerated; such proposal shall be submitted to the Classification Council for a decision.
- Article 233: In cases where a convict's incarceration at the local prison is against that county or province's interests, said convict shall be relocated with the relevant judicial authorities' consent and upon designation of a location by the Prisons General Administration, with the agreement of the Classification Council and the prosecutor's consent.

Note 1: The Organization must make arrangements so that convicts, upon personal request, serve their time at the location nearest to their family's residence. It goes without saying that judicial authorities shall carry out the acts necessary for grant of authority to the relevant successor judicial authority [and a change of venue].

Note 2: Upon the convict's transfer to the new prison, all subsequent judicial and executive matters shall be performed by the prosecutor in the new institution or prison's jurisdiction. It goes without saying that the initial sentence implementation judge shall grant successor authority to the destination jurisdiction's prosecutor or sentence implementation judge.

Note 3: The convict or the convict's family may submit their request for a transfer to the initial or the destination prison warden so that the latter can act pursuant to the provisions of this Article. In such an event, related costs shall be borne by the convict.

Note 4: In the event of overpopulation of a particular prison; the occurrence of events such as earthquakes or fires; contracting contagious and acute illnesses; and the

convict's special conditions regarding his/her family and their livelihood, the Head of the Organization may take action in transferring convicts to neighboring prisons.

- Article 235: Dispatch, accompanying, and transfer of convicts and defendants to judicial authorities, medical treatment centers, instructional and educational centers, leave with guard, and/or to other relevant authorities, shall be performed by the armed forces of the Organization's law enforcement unit on the basis of rules that shall be announced by the Organization; until such time as the recruitment of forces and definitive establishment and deployment of said unit is completed, the aforementioned duties shall be performed by the Police Force.

Note 1: It is prohibited to use handcuffs on convicts and defendants in the aforementioned cases except in cases where such use is deemed necessary by the prison warden and in the case of crimes designated by the Organization according to the issued guidelines.

Note 2: Accompanying officers and guards shall enter courtrooms or other officials' offices along with the inmate, and the inmate's handcuffs shall be removed upon order of the judicial authorities. In the event that the officers are ordered to leave the room, the accompanying officers shall keep watch outside behind the door to the room, once the official issuing the order to leave accepts responsibility and signs a permission letter a sample of which is attached to these Regulations.

Article 235 Form:

[Court] Branch:

Head of the Branch:

In order to conduct investigations,

I,, judge, investigating judge, assistant prosecutor,

ordered 1., 2., the accompanying officers and guards of defendant or convict, child of, case number, to leave.

Time of entry:

Time of exit:

Signature:

- Article 236: In cases where the defendant or convict is unable to move or his/her leaving the prison is not expedient, upon a proposal by the prison warden and with the local prosecutor's consent, investigations or adjudication shall be conducted in the presence of the relevant judge.

Note: In jurisdictions where no prosecutor's offices have been established, the above shall be at the discretion of the head of that Judiciary's jurisdiction.

Part 4: Preparation for Release from Prison, or Vocational Training and Employment Centers

- Chapter 1: Social Work Activities
- Chapter 2: Manner of Releasing Convicts

Chapter 1: Social Work Activities

- Article 237: In order to facilitate the convicts' return to normal life, efforts must be made to maintain and safeguard their relations with and their affections to their family. For that purpose, social workers at vocational training and employment centers and at prisons, shall be in regular contact with the convicts and shall earn their trust in order to help them eliminate their problems, address their and their family's material and spiritual needs through the relevant centers, and, as a consequence, be effective in establishing good relations between the convicts and their family and thereby strengthening family ties and foundations. Having contact with the convicts' families by other prison guards and officers is prohibited and shall be subject to disciplinary or administrative action.

Note: Contact with the convict's family by a social worker shall be in coordination with and with the knowledge of the prison warden.

- Article 238: Preparing convicts to return to the world outside the institution or prison is among the duties of prisons. This duty shall be performed by the Social Work Unit pursuant to the Social Workers Executive Guidelines.
- Article 239: At the end of each week the prison's Sentence Implementation Unit shall prepare and submit to the Social Work Unit the names of convicts with two months left in their prison sentence. With the cooperation and assistance of the Association for the Support and Protection of Prisoners, charitable organizations, and the Ministry of Labor and Social Affairs' units concerned with jobs and employment, the Supervision after Release Unit shall provide material and spiritual support to convicts who have no lodging or employment, for at least three months subsequent to their release from prison.
- Article 240: The prison warden shall make the necessary arrangements for destitute convicts who wish to return to their hometown after release from prison to do so. Their travel expenses shall be financed and paid by the prison or by the Association for the Support of Prisoners.
- Article 241: Sick and destitute convicts who are released while still sick, must be supported by the Association for the Support of Prisoners until they are well and able to work. In the event that such convicts are invalid or disabled, they must be supported given the Association's means and pursuant to the relevant regulations.

- Article 242: Employees and persons in charge of the Rehabilitation Unit shall be in constant contact with convicts and shall teach them the foundational beliefs of Islam and proselytize and guide them correctly. They shall also help them to edify and cleanse their soul and strengthen their moral foundations and take action in raising their interest in Islamic ethics, a wholesome life, and in doing good deeds, and in so doing, try to solve their mental and spiritual problems and create hope in them to better themselves and live a sound life in order to allow them to return to society and continue a healthy social life. Carrying out prayer and worship programs is the duty of this Unit's employees or representatives.

Chapter 2: Manner of Releasing Convicts

- Article 243: A week prior to the end of a convict's prison term, the prison's Sentence Implementation Unit shall carefully examine his/her file and issue and submit to the prison warden the convict's release paper. The prison warden or his deputy shall examine the files of convicts who are to be released pursuant to a judicial ruling or upon termination of their prison sentence, and take action in releasing them based on the record and the issued ruling, expeditiously and without delay.

Note: The convict's release date must be announced in writing to the ruling judge by the prison warden.

- Article 244: A week prior to the release of convicts who are to be exiled outside the country, exiled to another town or county, or turned over to centers such as the Welfare [Organization], the prison's Sentence Implementation Unit shall inform the relevant judicial authority of the same and submit a copy of the letter to the supervising judge.
- Article 245: At the time of his/her release, the convict shall turn over all the government uniform, equipment, and necessities that he/she has, submit the receipt for his/her cash, valuable documents and objects, clothes, personal effects, and bank booklets, and obtain these documents, booklets, and personal effects at the time the convict leaves the prison. In the event that the convict does not have sufficient clothing at the time of exit and does not have any money to purchase clothing, the prison warden shall procure the same through the Association for the Support and Protection of Prisoners.
- Article 246: At the time of his/her release, the convict shall determine and submit his/her place of residence, full address, and telephone number to the prison office.
- Article 247: In implementing the Law on Replacing the Administration Council for the Country's Prisons with the State Organization for Prisons and Correctional and Educative Measures of 1986, these Regulations were ratified by the Head of the Judiciary Branch on December 11, 2005, and are binding and in force starting said date.

Regulations for the State Organization for Prisons and Correctional and Educative Measures
(approved December 11, 2005)

Furthermore, all regulations that are in conflict with these Regulations, including the Regulations for the State Organization for Prisons and Correctional and Educative Measures of July 17, 2001, and its subsequent Amendments are hereby declared null and void.

