

№692 Order
of the Minister of Internal Affairs of Georgia

8.12.2016

**Additional Instruction regulating Activities of the Temporary
Detention Isolators of the Ministry of Internal Affairs of Georgia**

Based on the subparagraphs “a”, “m” and “u.h” of the 2nd paragraph of the article 5 of the Regulations approved under the #337 Resolution of December 13, 2013 of the Government of Georgia on “Approval of the Statute of the Ministry of Internal Affairs of Georgia” I hereby order:

Article 1

To approve the annexed Additional Instruction regulating Activities of the Temporary Detention Isolators of the Ministry of Internal Affairs of Georgia

Article 2

The Order shall be effective immediately upon its signing.

Giorgi Mgebrishvili

Minister

**Additional Instruction regulating Activities of the Temporary
Detention Isolators of the Temporary Detention Department of
the Ministry of Internal Affairs of Georgia**

1. General Provisions

1.1. Scopes of Regulation

1.2. Definition of Terms

1.3. Principles of the Activity of the Employees of Isolator

2. Confinement of person to the isolator

2.1. Sequence of the procedure for confinement of a person to the isolator

2.2. Actions to be carried out before confinement of a person to the isolator

2.3. Personal Inspection

2.4. Seizure of items during personal inspection

2.5. First medical examination

2.6. Taking photo and e-signature

2.7. Introduction of rights and obligations

2.8. General rule for confinement of a person to the cell of the isolator

2.9. Conditions in cell

2.10. Temporary withdrawal of confined person from isolator

3. Risks assessment and care of the persons confined to the isolator

3.1. Risk assessment at confining the person to the isolator

3.2. Care for the confined persons

3.3. The procedure for the implementation of measures for security in the isolator

4. Security and shift change

4.1. Shift Regime

4.2. Inspection of the condition of confined persons in the cell by the guard on duty

4.3. Obligations of the head of isolator

4.4. Change of shift and meeting

4.5. Cell inspection procedure

4.6. Safety of persons being in the isolator on lawful grounds

5. Rule of acting in medical services and extreme situations

5.1. General rule of medical service

5.2. Medical service procedure

5.3. Alcoholic intoxication

5.4. Drug use

5.5. Sudden collapse

5.6. Suicide and self-injury

5.7. Diabetes mellitus

5.8. Epilepsy

5.9. Claustrophobia

5.10. Bronchial asthma

6. Peculiarities of Treatment with Persons with Special Needs

6.1. Peculiarities of treatment with juveniles

6.2. Peculiarities of treatment with women in the isolator

6.3. Peculiarities of treatment with drug addicts

6.4. Peculiarities of Treatment with Persons with Disabilities

7. Food, hygiene and other rights for the persons confined to the isolator

7.1. Food for the persons confined to the isolator

7.2. Personal hygiene and hygiene means for the person confined to the isolator

7.3. The right to a daily walk

7.4. Access to reading material

7.5. Religious Rights

7.6. Notification

7.7. Personal data protection

7.8. Obligation and procedure to notify the Prosecutor's Office

7.9. Interpreter

8. Release of confined person from the isolator and return his/her belongings

8.1. Release of confined person from the isolator

8.2. Return of belongings

1. General Provisions

1.1. Scopes of Regulation

1. Additional Instruction (hereinafter the “Instruction”) regulating activities of Temporary Detention Isolators (hereinafter the “Isolator”) of the Ministry of Internal Affairs of Georgia (hereinafter the “Ministry”) determines the assessment of risks for placement of persons in the isolator, the persons placed in the isolator and the standard operational procedures for care, ensuring the security, transfer of shifts, medical service, communication with outside world, nutrition and hygiene, withdrawal and release from the isolator;

2. The purpose of the Instruction is to protect the rights of a person placed in the isolator guaranteed by the Constitution, public interests and the rule of law.

1.2. Definition of Terms

The terms used in this Instruction shall have the following meanings:

A) Department - Temporary Detention Department of the Ministry;

B) Isolator - a specially protected institution which is included in the Department and is directly subordinated to the Department and/or relevant structural unit of it;

C) Inmate person - an individual placed in the isolator, who is subjected to a detention or an arrest under the Criminal Procedure Code of Georgia, the Code of Administrative Offenses of Georgia, also, in cases envisaged by Georgian legislation, a foreigner detained for his/her further expulsion from Georgia;

D) A person to be placed - a person nominated for placement in the isolator by the employees of the authorized bodies determined by the legislation of Georgia before the completion of the procedure of his/her placement;

E) Medical worker - a non-staff of the medical service of the Department with medical education, holding the relevant certificate, who fulfills the duties in the isolator assigned to him/her under the contract or a representative of the emergency team;

F) Close relative - a child, a spouse, a person with whom he/she has a common child, parent (adopter), stepmother, stepfather, parent's spouse, stepchild, adoptee and his/her offspring, grandchildren, sister, brother, nephew and their children, grandmother, grandfather, grandmother, parents of grandmother, parents of grandfather (both from father as well as from mother), aunt (brother of a mother, father), aunt, cousin, also a person with whom he/she lived and had a household for 1 year before his/her placement in the isolator, which is evidenced by the relevant document issued by a local self-governmental authority and/or other state organ and/or notarized.

G) Newly received injury – an injury, that the inmate/a person to be placed received in the process of detention or after detention, according to his/her explanation; as well as all cases, in which, despite the explanation given by the inmate/person to be placed, there is a possibility, that the injury was received during the persons's contact with the detaining employees, considering the healing period of the injury.

1.3. Principles of the Activity of the Employees of Isolator

1. The effectiveness and efficiency of the isolator activity depends on the honesty, humanity, competence and other personal features of the isolator's servants. All the employees of the isolator shall be exemplary and deserve to respect from the persons placed therein. The employee of the isolator must realize that he/she performs the task of public importance;

2. The isolator's employee must protect the inmate's constitutional rights; he/she shall treat the inmate in a humane way, in compliance with the law, in full observation of the principles of equality, honor and dignity. He/she shall process his/her personal data only to the extent that is necessary to

achieve the appropriate legal goal. It is inadmissible to process the inmate's personal data for a non-official purpose;

3. The employee of the isolator shall respect the cultural, religious and ethnic belonging of the inmate as well as his/her special needs of the food. It is inadmissible to discriminate a person on the ground of his/her race, color, language, sex, religion, political and other opinions, national, ethnic or social belonging, origin, property and title status or other grounds;

4. The employer of the isolator shall treat each person individually, in accordance with his/her needs, taking into account the specific circumstances and the state of his/her health. An inmate may have physical and / or psychological problems, dependence on drugs and / or alcohol. This requires full awareness of the role and responsibility from the isolator's personnel in the process of performing official duties.

5. The employer of the isolator is obliged to care for the inmate, which implies his/her security and physical protection.

6. The inmate shall be able to appeal to the personnel of the isolator at any time of the day. It is necessary to review all the requests of the person being in detention. The legitimate requirement of an inmate shall be refused only in case of presence of a relevant ground deriving from the security purposes, in case when there is an obstacle to the proper functioning of the isolator.

2. Confinement of person to the isolator

2.1. Sequence of the procedure for confinement of a person to the isolator

1. The following procedures shall be carried out in the following sequence while confining an individual to the isolator:

A) Measures to be carried out before submitting to the isolator and inspecting the grounds for confinement of the person to the isolator;

B) Personal inspection;

C) Primary medical examination and visual examination;

D) Taking photo and registration of electronic signature;

E) Introduction of rights and obligations;

F) Confinement of the person to the isolator.

2. This sequence can be changed by the decision of the head of the isolator and the cause of such change must be necessity.

2.2. Actions to be carried out before confinement of a person to the isolator

1. The person to be confined to the isolator shall be introduced by the authorized employees defined by the Georgian legislation on the basis of written application.

2. The grounds for confinement of person in the isolator shall be:

A) Minute of administrative detention;

B) Minute of detention of an accused;

C) Minute of court on detention of an offender;

D) Minute of detention of an administrative offender, defendant, accused and convict in the courtroom;

E) Minute of detention of an alien for expulsion from Georgia;

F) Judge's decision for the case envisaged by the 6th part of the article 205 of the Criminal Procedure Code of Georgia.

3. A written appeal at confining the person to the isolator for administrative imprisonment shall be accompanied the decision of the judge or the resolution on his/her imprisonment along with the minute of detention;

4. The isolator's employer is obliged to verify the accuracy of information provided in the appeal and its appendix by all technical means available to

him/her. In case of finding fault, he/she shall be obliged to communicate with the detaining authority.

5. An individual with the features below shall not be placed in the isolator:

A) An individual, whose physical and/or mental health condition does not allow to confine him/her to the isolator and there is a decision of a medical worker;

B) Individuals who have not reached the age for administrative and criminal liability.

2.3. Personal Inspection

1. The responsibility of the head of the isolator and/or the relevant authorized person is to conduct the personal inspection of a person to be confined to the isolator; the purpose of such inspection is to fully record his/her personal belongings and seize from him/her all the items that:

A) May be used for self-injury and/or injuring other persons;

B) May be used for damaging the isolator's property or for escaping

C) Falls under the category of an alleged illegal weapon (weapon, explosives and ammunition, any kind of knife, razor, item of medical designation and other similar item, also narcotic/psychotropic substances and false documents – hereinafter the alleged illegal weapon);

D) Require special storage;

E) Represent evidence itself.

2. All the actions carried out by the isolator employees during personal inspection shall be based on the necessity and shall exclude the humiliation or derogation of the person. The person to be confined to the isolator shall be explained the purpose of his/her personal examination.

3. Personal inspection shall be carried out immediately upon bringing the individual into the isolator by the individual of the same sex, in a separated place, in the room without any video surveillance camera. Personal

examination can be attended by the same sex person. During the personal examination the clothes of the individual to be confined shall be checked and examined by the authorized person of the isolator. After the completion of personal examination the protocol is drawn up. The personal examination minute contains the description of clothes with indication of the relevant characteristics. Different technical means can be used during personal examination. If personal examination cannot be conducted immediately upon bringing an individual into the isolator, the appropriate measures should be taken in order to prevent any self-injury or injury of other persons by the detainee or any destroy of evidences by him/her.

4. Particular attention should be paid to the personal examination of the person who has surrendered himself/herself. This category of person had enough time to prepare for confining to the isolator and to hide any of his/her items.

5. At the time of personal examination, the isolator employee must use the protective glove. If the employee of the isolator has any type of wound, burns or any damage to his/her skin, this place must be covered by waterproof coating. All employees who conduct personal examination should be aware of the risk of damage and contagious diseases.

6. If during the personal; inspection the employee of the isolator has experienced suspicion that the person to be confined to the isolator has swallowed a strange item, psychotropic and / or narcotic substance, it is necessary to take all the measures to transfer such person to the nearest medical institution.

7. Before the commencement of personal examination, the employee of the isolator will introduce the person to the list of primary items, hygiene, foodstuffs and other items and subjects that are allowed to the person to receive, keep and use legally.

8. The employee of the isolator must interrogate the person to be confined to the isolator in advance regarding the items, which are not allowed to be kept in the cell and request to submit such items. In case of submitting such a thing, the isolator's employee must take those items great caution, so as not to endanger the safety of persons and his/her own safety.

9. In case of submission of the alleged illegal item by the person to be confined, the isolator employee shall compile the relevant minute and

immediately notify the prosecutor. The substance or an item shall be placed in the polyethylene pack in the presence of the person to be confined, sealed and then stamped with the stamp of the isolator, also signed by the person to be confined and the employee of the isolator.

2.4. Seizure of items during personal inspection

1. During personal examination, all items not allowed to keep in the isolator shall be seized. On the basis of the decision of the head of isolator or any other authorized person, a person to be confined may be deprived from any other item that may be used for self-injury or for injuring other persons;

2. In case of seizure of the alleged illegal item during then the personal examination, the item must be placed in the polyethylene pack in the presence of the person to be confined, sealed and then stamped with the stamp of the isolator, also, it shall be signed by the employee of the isolator and the person to be confined, after which it shall be immediately informed to the investigator and the procurator.

3. If, for the security purposes, the part of clothes is seized from the person to be confined, he/she shall be provided with alternative clothes.

4. If a person uses glasses, hearing aid, prosthesis, etc., their deprivation must be the ultimate necessity for the avoidance of danger. When a person requests these items to communicate with the personnel of the isolator, as well as to participate in investigative or procedural actions, they shall be immediately returned to him/her.

5. In the isolator the employees should pay special attention to the registration and storage of seized/submitted items. Inspection and sealing of seized items shall be carried out in the presence of the person to be confined. It is desirable to conduct the procedure in the video camera surveillance area.

6. The items submitted or seized shall be described in the minute in details, according to their color, manufacturer and the identification code, in case of banknotes – according to the notes numeration and the amount of money. These items, except for the perishable products, shall be stored in

the special box. They shall be fully returned upon leaving or release of the person from the isolator, which shall be certified with the signature to the personal examination minute by the confined person and/or the representative of detaining authority. The perishable products are immediately destroyed, and the relevant minute shall be drawn up.

2.5. First medical examination

1. The person to be confined to the isolator shall subject to the initial medical examination before his/her confinement;

2. During the initial medical examination a medical worker shall interview the person about his/her health conditions, record the data of his/her health condition, also conduct visual examination to fix any possible bodily injury fully. Medical examination shall be carried out in a separate room without the presence of other persons except when the medical worker considers himself necessary the attendance of the employee of the isolator. In case when the process of examination is attended by an employee of the isolator at the request of the medical worker, the isolator employee shall maximally avoid the violation of confidentiality of the conversation and carry out only visual surveillance.

3. In a temporary detention facility with a functioning medical station the primary medical examination is conducted by the relevant qualified non-staff member employee of a medical unit of the department and a special form of Medical examination of a placed person is filled in. If a doctor has any suspicion of torture or inhumane treatment, he/she is obliged to send a written notification to the Prosecutor's Office of Georgia and the General Inspection of the Ministry in a written form. The Head of the temporary detention facility shall also be informed on the subject.

4. In a temporary detention facility without a functioning medical station, Head of Shift shall call an emergency ambulance. In this case after medical examination is completed, a protocol of visual checkup is filled in by a temporary detention facility staff member according to the Medical Card filled in by the ambulance. The visual checkup protocol describes visual condition of a person to be placed, any signs of a body injury, where and

under which conditions these body injuries were caused, by whom, if a person to be placed has any claims or complaints- and it is signed off. If the person to be admitted refuses to sign the document, the staff member of the detention facility shall make a note in the protocol. If a placed person expresses complaints and/or new bodily injuries exist, the Head of the temporary detention facility must immediately send this information to the Prosecutors Office of Georgia and the General Inspection of the Ministry. Information on the type of the injury is received by the the staff member of the detention facility directly from the medical worker, who performed the primary medical examination.

5. A person, the health condition of which – according to the assessment of a medical employee - do not allow to confine him/her to the isolator, shall be sent to the relevant medical facility.

2.6. Taking photo and e-signature

1. At confining a person to the isolator he/she shall be photographed. Taking photo is obligatory for the person to be confined and the employee of the isolator shall explain it to him/her.

2. Photo shall be taken in the specially designated place in the isolator.

3. Before taking photo the employee of the isolator must correctly record the person's personal data, registration number, date and information about the isolator on the board.

4. When taking photo, the isolator's employee shall place the relevant person on front of the height index table. The employee of the isolator shall explain the person that in the process of taking photo he/she has to look straight at the camera lens.

5. The person must be handed over to a pre-prepared board and before the picture is taken, the isolator's employer must make sure that he/she is fully seen in the camera.

6. The employer of the isolator shall make the person to sign the electronic board and upload the signature to the electronic database; in case of denial of the signature he/she shall make the appropriate note.

2.7. Introduction of rights and obligations

1. All the isolators keep the list of the rights and obligations of the person confined as well as the list of the procedural rights which are translated into several languages. When confining to the isolator, the head of the shift or any other person authorized by him shall introduce to him/her the rights and obligations in writing, the rules of filing complaints, the requirements set out in the regulations and procedural rights. The person should be given a reasonable time to get acquainted with the list of rights, and should be asked to sign the sheet after the acquaintance. In case of denial of the signature the employee of the isolator shall make the appropriate note. If the person to be confined does not know the state language and any other language into which the list of rights and obligations are translated, he/she shall be provided with an interpreter service in order to provide with the information in his/her native language or any other language he/she understands. This list shall be kept by the isolator's employer along with the personal file of the confined person and deliver the copy of it to the person confined.

2. Any person with the status of illiterate and blind or ill-disabilities confined to the isolator shall be provided with the mentioned information in verbal form. The deaf should be provided with the information through participation of an interpreter with relevant knowledge. The juvenile in the isolator must be provided with this information in a manner clear to him/her.

2.8. General rule for confinement of a person to the cell of the isolator

1. After the completion of the confinement procedure, the person shall be placed in a cell; his/her physical and mental state as well as the type of crime committed by him/her and other factors shall be taken into consideration.

2. The deployment of persons in the cells shall be determined by the head of the isolator or in case of his/her absence - the head of the isolator shift. Persons in the cells should be placed in such a manner so as to ensure the safety of both of their and the employees of the isolator.

3. In case of confining of more than one person in the cell the persons shall be deployed in accordance with the following rules:

A) Persons detained in accordance with the Criminal Procedure Code of Georgia are separated from persons confined on other grounds;

B) Persons arrested in accordance with the Criminal Procedure Code of Georgia shall be separated from the persons confined on other grounds;

C) Persons detained in accordance with the Code of Administrative Offenses of Georgia are separated from persons confined on other grounds;

D) Persons arrested in accordance with the Code of Administrative Offenses of Georgia are separated from persons confined on other grounds;

E) Aliens detained for expulsion from Georgia shall be separated from persons placed on the basis of other grounds;

F) Men are separated from women;

G) Minors are separated from adults;

H) Persons detained for the same criminal case are separately placed in the isolator; under the decision of an investigator, prosecutor or court, this rule may be extended to other defendants;

I) Pregnant women are separated from other persons;

J) Employees of the court, the Ministry of Internal Affairs, Ministry of Justice, the Ministry of Corrections, Ministry of State Security Service, the State Security Service, Investigation Service of the Ministry of Finance, the Ministry of Defense and the Intelligence Service shall be separated from other confined persons. This rule applies to former employees of the specified agencies.

4. When confining the persons to the cells, the isolator's employer should take into account the issue of tobacco consumption.

5. In case of confining two or more persons in one cell, additional attention should be given to:

A) Estimated duration of being placed in the isolator;

B) Character of the crime and / or offense committed;

C) Behavior of the person placed;

D) Health risks;

E) Belonging of the confined person to a vulnerable group, which may put him/her at risk;

F) Cultural differences and religious necessities;

G) The will of the confined person,

6. Transgender individuals whose identification has been made, is expedited to be separated from other persons.

7. According to the possibility, it is desirable not to place more individuals in the cell than the number of employees being in the isolator at that moment.

8. The head of the isolator or in the case of his/her absence – the head of the shift shall be authorized to make decision on separation of individuals according to the necessity.

2.9. Conditions in cell

1. The living conditions in the isolator shall comply with sanitary-hygienic norms, ensure the safety and health of the confined person, should not infringe the honor and dignity of the person and his/her private life.

2. The dwelling area on the person placed in the isolator shall not be less than 4 square meters.

3. The cell should have a window that provides natural light. The cell should be provided with natural and / or artificial ventilation and heating.

4. The person confined shall have for his/her personal use a bed, a mattress and a rug relevant to the health and normal sleeping conditions and they must be handed over to him/her clean and undamaged. A person subjected to an administrative detention shall be provided with additional bed linen. If necessary, the linen can be transferred to another person in the isolator with a reasonable decision of the head of the isolator.

5. It is not permitted apply in the isolator as a preventive measure any measure of punishment, cruel, inhumane, and other means of degrading human dignity.

6. In the area of sight of the confined person it must not be any item that may arise to him/her a feeling of fear and tension, namely, baton, stick, even fake firearms or knife, thick pieces of electric cables, etc.

7. The safe environment should be maintained in the cell; it is prohibited to keep any sharp subject and it should eliminate all the factors that may be allow the confined person to injure himself/herself or other individuals.

8. The employer of the isolator must make sure that the cell conditions meet the above mentioned requirements at confining the person to the cell.

2.10. Temporary withdrawal of confined person from isolator

1. Temporary withdrawal of a person from the isolator takes place:

A) On the basis of the Prosecutor's Decree for the purpose of carrying out investigative actions which are not technically available in the isolator;

B) On the basis of the corresponding conclusion of medical worker when transferring the confined person to a medical institution;

C) In case of transfer to the relevant maintenance program;

D) To transfer to the court;

E) In the cases defined by the internal regulations on the basis of a written decision of the Director of the Department;

F) In case of emergencies in the isolator.

2. Temporary withdrawal of a person from the isolator takes place on the basis of a written appeal of his/her direct detaining organ by that organ and/*or if necessary – by the relevantly authorized person of such organ. The appeal shall indicate the reason for the withdrawal of the person from the isolator and the identity of the person escorting him/her. In case of transfer of the defendant to the court, the isolator's employee completes the list of prisoners subjected to escorting; this list shall be taken by the persons responsible for escorting. After placing a person in penitentiary

establishment, the document sealed and signed by the authorized person of the facility shall be returned to the isolator's administration.

3. In case of emergency situation in the isolator and/or in the event of urgent medical assistance the head of the isolator or the head of shift – for withdrawal of the confined person from the isolator – shall apply to the district or city unit of the territorial organ of the ministry located near to the isolator.

4. Before withdrawal from the isolator, the person shall be examined by a medical worker in accordance with established procedures.

3. Risks assessment and care of the persons confined to the isolator

3.1. Risk assessment at confining the person to the isolator

1. Risk assessment implies the risk that the confined person may create to himself/herself as well as the personnel of the isolator and other persons lawfully being in the isolator.

2. Upon entering the person into the isolator, in order to identify the degree of his/her vulnerability, the risk assessment shall take place. The isolator's employees must understand the importance of information obtained directly from the detainer.

3. In the process of assessment of risks, the isolator's employee is entitled to give questions to the confined person about his general condition.

4. In assessing risks, the isolator's employee may obtain the necessary information from various sources, including:

A) The confined person;

B) Friends, relatives and family members;

- C) Direct detainers;
- D) Medical worker;
- E) Lawful representatives;
- F) Other confined persons;
- G) Documentation accompanying the confined person;
- H) Various relevant organizations.

5. In case of transfer from another isolator for obtaining the information about the first confinement of the person in the isolator shall be checked through the unified database.

6. The guardian of the isolator shall be obliged to notify the head of the isolator shift on all the cases when he suspects of deterioration of the condition of the confined person.

7. The employee of isolator shall always treat a minor as a detainee at a risk.

8. The risk factor may be the circumstance if:

A) The confined person is not in the position to protect his/her well-being, property, rights and interests;

B) Confined person is a disabled person.

9. Special supervision should be made towards persons who are inclined to self-injury, also to the individuals accused of committing a serious or particularly serious offense.

3.2. Care for the confined persons

1. The principle of care for confined persons implies the compliance with all the legal requirements of the confined person. If the compliance with those falls under the competence of the isolator administration, it does not contradict the functioning of the isolator and does not create any threat to it, such requirements shall be met. The isolator's employee must respect the confined person's dignity.

2. Restrictions imposed on the person in the isolator should not be stricter than it is due to the law and necessity.

3.3. The procedure for the implementation of measures for security in the isolator

1. In order to prevent any self-injury, injury to other persons or property by a confined person, also to prevent crime or other offense or disobey to the legal requests of the employees of the isolator, to suppress the attack, repulsion and / or mass disturbance, the following measures shall be applied:

A) Use of handcuffs / confining means;

B) Separation from other persons;

C) Keep under constant surveillance.

2. The use of handcuffs and other means of confinement is permissible until a person is calmed down, but not more than 2 hours. When using handcuffs and other means of confinement it should be excluded any possibility of self-injury by the confined person. In each case of using the handcuffs and other means of confinement the head of the isolator shifts shall draw up a minute, with indication of the place, ground and duration of the selected measure. The fact of use of such measure shall be immediately notified to the Department of Monitoring and the Prosecutor's Office of Georgia. After completion of the use of handcuffs

and other means of confinement, the confined person shall meet the medical personnel.

3. If a confined person threatens to his/her own life or other's life or/and health or if there is the danger of such action, he/she may be subject to constant surveillance. In case of appropriate infrastructure, the person shall be placed in the specially equipped de-escalation room under the continuous access of medical worker and 24-hour video surveillance. The de-escalation room should be equipped with a safe mattress, video surveillance camera, the coverage area of which does not cover the toilet shell, a remote control, damage-resistant open type toilet, tap, lighting and proper ventilation. In the isolator where there is no relevantly equipped de-escalation room, the person shall be placed separately and the duty of the isolator shift shall carry out constant surveillance on him. Upon placing a person under constant surveillance, an appropriate document is drawn up and appropriate records are made on the person's conditions with reasonable intervals. The employee of the isolator who performs constant surveillance may not be obliged to perform any other function. The head of the isolator should be convinced that the relevant employee is aware of the need and importance of maintaining constant surveillance in the process of avoidance of danger.

4. Implementation of the measures referred to in this article shall be terminated immediately upon the elimination of the threat for which this measure was used.

5. The measures envisaged by this article shall not be permitted to punish the person confined to the isolator.

4. Security and shift change

4.1. Keeping the guard mode

1. In corridors where the cells are located, the post is guarded by the guard on duty of the isolator.
2. The time and entry of the guard on duty as well as his name shall be recorded in the sheet of the post.
3. The guard on duty of the isolator is obliged to protect the post and timely response to any incident in the cells.
4. The guard on duty of the isolator is obliged to supervise that the person confined does not harm the equipment and inventory in the isolator and/or does not cause self-injury.
5. The guard on duty of the isolator shall check the situation in the cells in every 5 (five) minutes through the doors/windows of the cells.
6. The employer of the isolator shall be prohibited during the being at post:
 - A) Sleeping;
 - B) Sitting;
 - C) Reading;
 - D) Writing;
 - E) Whistling;
 - F) Singing;
 - G) Getting food;
 - H) Leaving the post without shift;
 - I) Using mobile phone;
 - J) Talking to a confined person on the issue not related to the performance of official duties;

K) Smoking cigarette.

7. At changing the shift in the isolator the guard on duty shall report the replacing person the necessary information and all specific facts that occurred during his stay at the post.

8. The guard on duty of the isolator is obliged to adequately react to the legal requirements of the person confined to the cell and report it to the management.

9. At changing the post the guard on duty must be convinced that he is replaced by another employee of the isolator and signs the sheet of the post.

4.2. Inspection of the condition of confined persons in the cell by the guard on duty

1. In order to determine the condition of the confined person, in addition to visual control in every 5 minutes it is reasonable to conduct periodically an interview, which is expressed in giving the questions to the confined person from the door/window of the cell and listen to the responses.

2. Interviews are desirable to take place once per hour, excluding sleep time, except when the isolator's employee has reasonable grounds to awake the confined person in order to verify his condition. This interview cannot be carried out if there is a medical worker's conclusion that for the person's health it is essential continuous sleep and is not recommended to frequently awake him/her.

3. In the case when it is impossible to awake a confined person from the door/window and receive a response from him/her, the employee of the isolator must enter the cell to determine the condition of the person in the cell. Before entering the cell it is necessary to evaluate the risk, in which case the attention shall be paid to the previous behavior of persons being in the cell and the number of the employees of the isolator at that moment.

Before entering the cell it is necessary to call the other employee of the isolator by the guard on duty.

4. After the entry into the cell, in order to determine the condition of the confined person, it is desirable to carry out the following actions by the employee of the isolator:

A) Enter the cell in order to check whether the confined is awoken, call him/her by his/her name and touch carefully;

B) In order to determine the ability of the confined person to respond adequately the employee of the isolator shall give relevant questions and analyze his/her answers;

C) In order to verify the ability to act, it is necessary to determine whether the person is capable to perform the following action:

- Open his/her eyes;
- Raise one hand and then the other hand.

5. The employer of the isolator should remember that the confined person may have any illness, injury or mental problem. A person who dozes or has a smell of an alcohol may also suffer from:

A) Diabetes;

B) Epilepsy;

C) Head trauma;

D) Consumption of drugs with extra doses;

E) Stroke.

4.3. Obligations of the head of isolator

1. The obligations of the head of the isolator are defined by the typical regulations of the isolators.
2. The head of the isolator is obliged to permanently own the information about the conditions of the confined persons and their safety.
3. The head of the isolator controls consistent process of change of the shift, verifies the exchange of all necessary information between the isolator's employees in the process and after the change of shift inspects the cells. The head of the isolator shall ensure that the cells are inspected fully, in accordance with the established rule.
4. The head of the isolator shall ensure that all the employees of the isolators know the location of the first aid equipment as well as the safety equipment, the fire evacuation plan, and the appropriate procedures in the above circumstances.

4.4. Change of shift and meeting

1. The head of the isolator is obliged to have full information on the employees being in the isolator and the confined in order to ensure their well-being. All the employees of the isolator shall notify the head of the shift of the isolator any information that may affect the condition of the confined persons. The head of shift of the isolator is obliged to inform the head of the isolator about the situation in the cells and the measures taken against the persons detained.
2. It is important to arrange a meeting between the change of the shifts in order to ensure the exchange of the required information, evaluation of the situation in the isolator and risk analysis.
3. The process of change of the shifts must be given sufficient time and during this period all the confined persons should be visited by the

transferring and recipient shift employees as well as the cells should be checked accordingly.

4. In the process of changing the shifts, the isolator's personnel should pay attention to the presence of newly received injuries on the confined person's body. If such injuries are observed, the interview should be conducted with this person and his/her co-inmate (if any). The isolator's employee shall draw up the relevant minute and a person shall be examined by a medical worker.

4.5. Cell inspection procedure

1. The cells of the isolator shall be inspected by the head of the isolator or his authorized person at every change of shifts in the morning, while in particular cases, under the instruction of the head of the isolator, based on the current situation. During inspection the different technical means may be applied.

2. During the routine checking at change of the shifts all the confined persons are withdrawn from the cells; the employee of the isolator is entitled to inspect the person. The employee of the isolator must enter the cell and ensure the detail inspection of the place. During inspection the mentioned employee must take put all the items, not allowed for keeping according to the internal regulation of the isolator.

3. In case of detection of alleged illegal item during the inspection of the cell, the item shall be sealed under the relevant procedure and the minute shall be drawn up immediately notified to the investigator and the prosecutor.

4. The confined person shall be deprived from all the items, which – under the internal regulations of the isolator – are not permitted for keeping in cells. These items shall be kept in the isolator in the specially designated place along with the other personal belongings of the confined person and

are fully returned to that person at his/her leaving or release from the isolator.

5. If employee of the isolator fixes any fact of damage to the cell or any equipment in the cell during the inspection, he shall draw up the relevant minute on the above. It is desirable to take photographs of damaged item and annexed to the minute.

6. The mattress and blanket should be checked to detect the damage. If any of them are damaged, it shall be immediately replaced.

7. Particular attention should be given to the places where the confined person can tie or hang any item. Based on experience, it can be said that people who are placed in cells most often use the following subjects for suicide attempts:

A) Old wooden benches;

B) Ventilation or heating systems that are poorly located and / or when there is a large distances between holes (such as the hole with a diameter of more than two millimeters).

C) Toilet, which is not directly connected to the wall or floor and is the distance away;

D) Welding around the doors and beds which form the sharp angles and/or create the distance between the two pieces of iron;

E) Poorly clutched door that enables to hang something on it;

F) Windows of the cells, that are defective or not properly closed;

G) Lighting, which is not properly installed, allows attaching something, or makes it possible to have access to the electricity or a light bulb;

H) Wall and ceiling, from which cement is partially removed;

I) Button or toilet drainage systems that are not properly installed;

J) Door surveillance lens that can easily be cracked or removed.

8. When a person decides to commit self-injury, he will make every effort to achieve the goal. Items such as a mattress and rug should be checked daily to avoid being damaged and then used for self-injury.

9. In order for a person to be able to make suicide by hanging down, he will mainly need two things: one -the loop and the second - hook. With the withdrawal of one or both elements, the isolator's employee minimizes the risk of suicide.

10. The isolator's employees, who carry out daily inspection, should be aware that hanging places can be found in a high place as well as in low place; it can have a different form, such as pipe, metal, distance between chairs and / or separation between the wall and the bed.

11. A poorly conducted repaired work may also cause hanging places. The works in the isolator shall be carried out by professionals with the materials provided for a special situation. When the isolator's employee identifies such place, the cell should be immediately put out of operation until the defect is eliminated.

4.6. Safety of persons being in the isolator on lawful grounds

1. The lawyer, prosecutor, investigator, representatives of the International Red Cross Organization and other persons may be in the isolator on the lawful grounds. The isolator's employees should ensure the security of all persons being on the legal basis in the isolator.

2. In the investigative room, before entering the room a person shall be checked with a metal –detector. A metal detector is also used for the

inspection of the confined person before his/her entrance to the investigative room and after leaving it.

3. The isolator's employee must take all necessary measures to prevent any incidents in the investigative rooms so as not to violate the confidentiality of the meetings in the investigative rooms.

4. During the meeting in the investigative rooms, the isolator's employee must be permanently close to the rooms, but it is inadmissible to perform a visual supervision or listen to the content of the conversation.

5. In the case when the personnel of the isolator has a reasonable suspicion that there may take place any kind of incident in the investigative room, he can verify the investigation room only after a warning (call and / or knock on the door). After being convinced that the persons in the investigative room are not in danger, he must return to the initial position and ensure the confidentiality of the meeting.

6. Persons who have come with a firearm / mobile phone to the isolator should keep the mentioned items in a special metal box and have a key of the box with them.

5. Rule of acting in medical services and extreme situations

5.1. General rule of medical service

1. The 24 hour medical service in compliance with the medical service established by the Georgian legislation in the field of health care shall be provided for the person confined to the isolator. The isolator without medical facility shall call the emergency brigade for medical service.

2. A meeting of a confined person and a medical worker shall be held confidentially in a specially allocated place, without the insertion of the employees of the isolator and out of their field of vision, unless the medical

worker considers himself the attendance of the other employees necessary at the procedure.

3. Medical worker should act in accordance with the best interests of the patient, maintaining his/her professional independence.

4. In case of necessity a confined person is entitled to require medical examination during the whole period of confinement to the isolator and to invite the expert at his/her own expenses for the purpose of conducting the examination.

5. These rules also apply to the examination of the confined person by a physician elected by him/her.

5.2. Medical service procedure

1. In case, if a confined person complains about his/her health or if the obvious signs of illness are revealed, the employee of the isolator shall immediately transfer him/her to the medical center or call an ambulance to obtain the report for transfer of such person to the medical facility or for his/her treatment in the isolator; in the isolators:

A) Where the medical facility is functioning, the record in the form of medical examination of the confined person shall be made by the out-of-staff employee of the Department with the medical education in medical service and holding the relevant certificate;

B) Where the medical facility is not functioning, the record on the rendered medical service in the unified electronic database shall be made by the employee of the isolator in compliance with the medical card completed by the emergency brigade.

2. If a confined person needs in the medical service, rendering of which – according to the assessment of medical employee – is not possible in the isolator, he/she shall be transferred to the relevant medical facility. The

term of stay in the relevant medical facility for the treatment course shall be deemed to be within the timeframe for placement in the isolator. The confined person after completion of the course of treatment will return to the isolator on the basis of the conclusion of the physician if the deadline for his/her staying in the isolator is not expired.

3. For a confined person, received the drug treatment in the isolator, the medicines should be available. The delivery of medicines to such person shall be ensured by the medical worker. Also, in order to ensure the continuity of drug treatment, in case of submission the relevant prescription and the recipe, a confined person shall be entitled to receive the medicines in a parcel sealed by a factory. These medicines are kept along with the personal belongings of the confined person placed and shall be delivered to him/her in accordance with the prescription of a medical worker.

4. Persons with open wound, under severe intoxication with alcohol, narcotic, psychotropic or other psychoactive substances shall be transferred to the relevant medical facility for the appropriate medical treatment. In this case, the interest of rendering the first aid is preferable respecting the interest of confining a person to the isolator.

5. If the medical worker does not consider it necessary to transfer the person to the appropriate medical facility, the isolator's employee receives information from the medical worker about the condition of the confined person and informs the head of the isolator. In case of necessity, the isolator's employee may obtain a written instruction on the treatment of the confined person from a medical worker, which shall be also informed to the head of the isolator.

6. In the case of a confined person has medical issues, in particular, diabetes, epilepsy, communicable diseases, asthma, the head of the isolator must have information about the mentioned and if necessary, invite the medical worker as well as provide such confined person with adequate food and medicines, including the relevant medical service. In addition, the issue of confidentiality of information on the health of such person is

to be considered. If necessary, the person concerned should be transferred to the relevant medical institution on the basis of medical report.

5.3. Alcoholic intoxication

1. The employees of the isolator – when dealing the confined person under alcoholic influence – should understand, that:

A) There is a risk of death of a confined person as a result of strong alcohol intoxication;

B) The risk deriving from the excessive consumption of alcohol for the juvenile is much higher than for adolescents;

C) A person with strong alcoholic influence may not be provided with food or medication. Offer food is allowed only after the alcohol reaction is reduced.

2. The confined person should be able to reach the cell without support and tell the information on him. Otherwise, it is necessary to call a medical worker, especially if consider that the persons under the alcohol influence are a high risk group of self-injury.

3. Persons with closed head trauma and/or the persons suffering from diabetes, as well as individuals who use drugs in excess doses, can be deemed by the employee of the isolator to be under alcoholic intoxication, and should therefore exercise caution when assessing the condition of such person.

4. In the absence of a medical worker in the isolator, the isolator's personnel may have to perform health-related functions that may be expressed as follows:

A) In the event of hypothermia (sudden drop of body temperature) - removal of wet clothes and delivery of the appropriate dry clothes to the

confined person; placing the person on the floor / mattress and heating him with a rug;

B) In case of vomiting – placing the person in secure position, if necessary, it may be necessary to revert the person to a number of times;

C) In case of hypoglycemia (low sugar content in the blood) - the person in this case shall be supplied with sweet drink and food with water. Hypoglycemia may cause brain injury. Hypoglycemia is more likely to develop within young and / or insulin-strained persons and they must be immediately transferred to the appropriate medical facility.

5. If a person under strong alcohol intoxication loses consciousness, he/she shall be placed in a safe position (on one side or on the stomach) and his/her breathing and pulse rate should be monitored. Medical emergency brigade should be immediately called. If the breath or pulse is stopped, the employee of the isolator should lay him down on the solid surface, then clean up his respiratory channels and start to resuscitate the heart pulmonary.

6. There is a specific situation which should be focused at awakening and inspection of the confined person under alcoholic intoxication:

A) When it is not possible to easily wake a person, it should be considered that some unidentified health problem may have a place, for example, stroke;

B) In case of calm snoring, which can be an important risk indicator the employee of the isolator should wake a confined person and check him at least in every 30 minutes before he can talk properly;

C) If after awakening the speech of the person becomes unclear, the medical officer should be called immediately.

5.4. Drug use

1. The head of the isolator or the person authorized by him shall ensure that all persons under the influence of drugs are properly examined by a medical worker before their confining to the cell.

2. Any person who is under the influence of drugs requires special attention during the period of his / her stay in the cell.

3. Apart from the influence of narcotic substances, a person may also be under alcoholic intoxication, which is added to the existing complicated condition and seriously increases the risk of death if the isolator employees do not take appropriate measure in due time.

4. The use of narcotic substance may be a threat to the life and health of the person placed in the isolator. The particular risk is:

- Excessive use - in such cases symptoms may not even be noticeable during entering the insulator and the condition may be further deteriorated;
- Swallowing or concealment in the body;
- Alcohol consumption with drugs;
- Drug use by a person with mental health problems.

5. Where there is information or substantiated assumption that a confined person has swallowed a drug, he/she must be immediately transferred to a medical facility. It is allowed to leave such a person in the isolator. Drug swallowing or their concealment in the body is a very common method among the drug dealers. This practice is often used to hide the substance from the police. The risk derived from swallowing narcotic substance differs according to the type of substance itself, its quantity and packaging.

6. Intoxication is expressed in the following symptoms:

- In case of cocaine consumption - agitation, extended eyes, spasms, increased body temperature, accelerated pulse rate and pain in the breast area. There can also be arrhythmia;
- In case of heroin consumption - sensation of nausea, narrowed eyes (pin-like eye), closing of eyelids, respiratory failure, lethargy, drowsiness and long-term waking periods; consciousness disorder;
- When using cannabis - excitation, hallucinations and consciousness disorder;
- In case of amphetamines use - sensation of nausea, extended eyes, accelerated pulse rate, sweating and spasms.

5.5. Sudden collapse

In case of sudden collapse, the isolator's employee must follow the following procedures:

- Contact the medical worker;
- Place a person in a safe position;
- Monitor his/her breathing and pulse rate;
- If the person's pulse or breathe is stopped, to turn him/her on the back, rise his/her chin in order to open respiratory tract;
- If the person's pulse or breathe is stopped and the personnel of the isolator have the possibility and the relevant knowledge, such employee shall start the cardiopulmonary resuscitation;
- A person should be under constant surveillance until a medical worker comes to the place; the employee of the isolator should talk to him/her so that the person can answer; the employee of the isolator has to monitor

the mood of the person, the soundness of his/her mind and the ability to speak;

- To wake the person at least once every 15 minutes if the medical worker does not issue other instructions;
- To report the minor changes in the condition of the confined person to the head of the isolator.

5.6. Suicide and self-injury

1. The risk of suicide and self-injury is especially high during the stay in the isolator.

2. The presence of high risk of suicide or self-injury can be expressed in the following factors:

- Mental illness, including depression, alcohol and drug use, personal disorder, anorexia and schizophrenia;
- Lack of social support and isolation - students, homeless, emigrants, elderly people and IDPs are at a particular risk;
- Unemployment;
- Cases of self-injury in the past;
- Chronic pain or disease;
- Cases of suicide and / or mental disorders in the family;
- Death of a loved one, divorce, abandonment;
- Negative experience in childhood;
- Bad relationship between a parent and a child;

- Divorce of parents;
- Mental illness of parents.

3. In determining the threat of suicide and self-injury, attention should be paid to the personal characteristics of the confined person as well as the nature of the offense and / or violations committed by him/her. The threat is increasing in the following cases:

- After interrogation;
- After the charges are filed;
- Following a new charge;
- After the visit of relatives;
- After refusing to be released

4. The most common form of self-injuries is skin damage with a sharp item. Other forms of self-injuries can be burning of the skin, especially by cigarettes, beating himself/herself by hands or by any item, skin scratching, removing of hair and break the bones. The feeling of shame makes such person to hide self-injury, thus the isolator's employees should be diligent in identifying such a person.

5. In case of self-injury, the isolator's personnel shall draw up the relevant minute, where the details of self-injuries are reported, as well as the possible cause of self-injury.

5.7. Diabetes mellitus

1. The employee of the isolator must be able to recognize diabetes mellitus with symptoms, and if necessary, provide first aid for a person suffering from diabetes mellitus. Management of the health of the insulin-strained person is much more complicated during his/her staying in the isolator

than in the treatment of the person who is diagnosed with insulin but is not undergoing the treatment course.

2. The isolator's employee shall take the following actions to respond to the needs of a person with diabetes:

- The head of the isolator or the person authorized by him shall be examine before entering the isolator by the person suffering from diabetes whether there is or not the insulin stock in the isolator and shall his/her family members be able to provide him/her with the insulin;

- Dosages and schedule of drugs should be established by a medical worker and the head of the isolator or the person authorized by him shall provide a timely meeting with a medical worker;

- The head of the isolator shall examine the condition of the person and the possibility of his/her confining to the isolator with the medical worker;

- The person should provide food on an hourly basis

3. The employer of the isolator should realize that diabetes management is much more complicated among youth than among adults.

4. If the person refuses to visit the medical worker for insulin, this fact shall be immediately informed to the relevant medical worker.

5. Low levels of blood sugar can lead to aggression, confusion, and change of behavior before the loss of consciousness and brain damage. A person with diabetes may wear a special bracelet or necklace, which states about his health condition. When reducing the amount of sugar in the blood, a person may experience hypoglycemia, which can lead to loss of consciousness and spasms. If the sugar content in the blood is high for a long time, the person may experience hyperglycemia, which also results in loss of consciousness.

6. Signs, symptoms and treatment of hypoglycemia:

- Hypoglycemia may be accompanied by sweating, aggression, stubbornness, complaining, trembling, confusion, hunger, drowsiness and loss of coordination;
- Following urgent measures shall be carried out in case of hypoglycemia - the person should be given a sweet drink or three tablets of glucose, chocolate is also allowed. When person get better, it is desirable the isolator's employee to offer him/her food;
- In any case of hypoglycemia it must be called a medical worker and examine the person's health condition;
- If a person sleeps unconscious, this may be a sign of hypoglycemia and a medical worker should be immediately called.

7. Signs, symptoms and treatment of hyperglycemia:

- Hyperglycaemia can cause loss or decrease of consciousness, drying of skin, deep breathing and / or acetone smell during breathing;
- Following urgent measures shall be carried out in case of hyperglycaemia – medical worker shall be immediately called and in case of the relevant report, such person will be transferred to a medical facility.

5.8. Epilepsy

1. When placing a person suffering from epilepsy in the isolator, the employee of the isolator should have information about the type of epilepsy that occurs, the frequency, when and how it took place, and what kind of medications this person receives.
2. If the confined person declares that he feels the signs of epilepsy, in that case he/she should be placed in a cell where there is a lower bed or a matress should be placed next to his bed or below it. A medical worker

should be called and a person shall be subject to constant supervision before his arrival.

3. During the epileptic attack the employee of the isolator should not try to bind a person. After the convulsion, the person should be placed in a safe position.

4. The feeling of fatigue after the epileptic attack is frequent, and the speech of such person may be misunderstood and his behavior - strange. Basically similar situation lasts for a few hours, but it is possible to last for 24 hours.

5.9. Claustrophobia

1. Claustrophobia is a strong, irrational fear of a closed space that causes strong emotions. This is accompanied by:

- Panic attack;
- Trembling;
- Frequent beating of heart;
- Strong sweating;
- Breathing difficulty;
- Nausea;
- Dizziness;
- Pain in the breast area;
- These symptoms can be accompanied by loss of control, loss of consciousness and fear of death in extreme situations.

2. The risk assessment of the person suffering from claustrophobia should be evaluated individually and then the place of his placement should be determined.

3. In the case of Claustrophobia, the employee of the isolator must:

- Keep calm;
- Try to convince the confined person that everything is all right;
- Take him/her in a cool and quiet place;
- Advise you to breathe more slowly;
- During panic period to give him/her a paper bag, in which the person shall breathe in and out;
- Remain with the confined person until he/she returns to normal conditions.

4. In the case of claustrophobic, the isolator's employee is required to call a medical worker.

5.10. Bronchial asthma

1. Asthma causes muscle spasms of respiratory tract. At the same time, a large amount of secretions arises in the respiratory tract, which makes it almost impossible for the person to breathe. The stronger is spasm, the more difficult is breathing for the person.

2. It is desirable for the employee of the isolator to have the information about a person's asthma disease. In most cases, the person with asthma has the appropriate aerosol, which she/he uses to control the condition and remove the spasm.

3. The cause of asthma attacks can be stress, physical activity, infection or allergy. Asthma attacks are frequent in the night hours. In the main case, it is enough the aerosol breathing, but there are cases where the attack is so acute that the person needs immediate medical attention.

4. People who have asthma are usually able to use aerosol without the help of others. Asthma aerosol should be available at any time for a person suffering from asthma. If required, the asthma aerosol can be transferred to the person by the decision of the head of the isolator. It is inadmissible to transfer another person's asthma aerosol to the individual. Calling a medical worker is not necessary to help a person in using aerosol, but the medical worker should be called in all cases when there is a reasonable suspicion that the condition of the person is exacerbated.

5. Asthma's symptoms and signs:

A) Problem of speech;

B) Obvious stress and excitement (not necessarily a symptom);

C) The voice of the hail from the breast (not the necessary symptom).

6. A person may not be able to speak during the acute attack of asthma. He may have pale skin or cyanotic areas (gray/blue), and his/her language and lips may be also changed.

7. It is recommended that the employee of the isolator encourages the confined person when he/she subjects to asthma attack, to place him/her in the most comfortable position (mainly seated), give instructions – breathe slowly and deeply, to allow the use of asthma aerosol. At this time, a medical worker shall be communicated and informed about the incident.

6. Peculiarities of Treatment with Persons with Special Needs

6.1. Peculiarities of treatment with juveniles

1. The juvenile shall be confined to the isolator in an environment that will not endanger his/her health and safety.
2. Monitoring of the juvenile in the isolator should be carried out with special intensity, in every half an hour through interview, except for sleep time.

6.2. Peculiarities of treatment with women in the isolator

1. Women confined to the isolators are considered to be the persons with special needs
2. Specific requirements for women's hygiene should be satisfied in appropriate manner. Failure to meet the needs of such first needs equals the degrading treatment. If necessary, women should be provided with proper medication and treatment. The attention should be given to the woman's request for a shower, and it cannot be denied without proper substantiation.
3. Special attention should be given to pregnant and parturient women. If the pregnant woman indicates on the initiation of childbirth or if this fact is clear for the personnel of the isolator, it is necessary to call the emergency medical brigade and / or carry out relevant measures to take the relevant individual to the hospital by the emergency medical brigade.

6.3. Peculiarities of treatment with drug addicts

1. It should be ensured in the isolator an effective management of the pathological condition (prevention syndrome) as a result of discontinuation of psychoactive substances by the drug-dependent person in the isolator and preserving the continuity of maintenance therapy for beneficiaries participating in the program.

2. Drug addicted persons need special treatment in the isolator. Their meeting with medical staff should be arranged according to the request.
3. Persons involved in the maintenance therapy program should be introduced to the appropriate institution for the purpose of treatment.
4. If the confined person declares to the employee that he/she is involved in the maintenance program, the mentioned shall be notified to the head of the isolator.
5. In order to transfer the individual involved in the maintenance program the head of the isolator shall communicate with the detainers, who will provide the escorting of the relevant individual.

6.4. Peculiarities of Treatment with Persons with Disabilities

1. It is necessary to ensure timely identification of persons with disabilities in the isolator and meet their special needs.
2. The employee of the isolator is obliged to provide the person with the disabilities in his/her movement.
3. The employee of the isolator shall assist the person with disability in exercising his/her rights, taking into account the special needs characteristic to a disabled person.

7. Food, hygiene and other rights for the persons confined to the isolator

7.1. Food for the persons confined to the isolator

1. Foods intended for confined persons should include the necessary components for human life and health.

2. Confined individuals shall be provided with food three times a day, from 06:00 to 19:00. At the same time, from 11:00 am to 23:00 pm the person cannot be in the isolator for more than four hours without food: the employee of the isolator has to provide him with food. During the working days of the court, the employee of the isolator shall ensure the timely provision with the food for the individual to be transferred to court.

3. Provision of food to a person should be indicated in the appropriate table, where the time and quantity of food offerings are written. If the person has not received any food in a parcel or she/he has been rejected in food two times in consecutive, it should be stated in the table and it is advisable to consult a medical worker.

4. Persons with severe and significantly expressed disabilities and minors should have the feeding conditions relevant to their conditions. When a person requests a special category of food in terms of his/her health, religious or moral opinions, all measures should be taken to provide food for him/her. According to cultural and religious requirements, the person may be able to get food only for a certain period of time, which should be envisaged by the isolator's employee.

5. The person in the cell shall be provided with food in a special vessel, and after a reasonable time, when he/she finishes taking food, the vessel should be taken away in order to prevent its use for self-injury or for inflicting injury to others or for damaging the equipment in the isolator.

6. The confined person shall have fresh drinking water in an unlimited amount. The utensils used for drinking water must be safe and should not be allowed to use it for self-injury purpose.

7. It is prohibited to reduce food calories in order to punish a person.

7.2. Personal hygiene and hygiene means for the person confined to the isolator

1. The confined should have the opportunity to satisfy the natural physiological needs and to protect the personal hygiene without any violation of his/her honor and dignity.
2. The confined person shall be provided with the following hygienic means for his/her hygienic paper, soap, toothbrush, toothpaste, towel, as well as the possibility of their disposal. The person under administrative arrest shall be additionally provided with the possibility of using the shaving means twice a week. Given the gender specific needs, the women in the isolator should be provided with additional hygienic means. The confined person should have access to water and be able to meet her hygienic needs. She should be given the toothbrush and toothpaste and for the use of it in all the isolators (except for the isolator with the washbasin in cells) the person should be taken to the outside toilet.
3. In the isolator where the toilet is not placed inside, the confined person must be taken to the toilet at his/her first request. Several persons are not allowed to be taken at the same time to the toilet outside.
4. A person under administrative arrest for more than one day and night shall be provided with a shower twice a week. If necessary, with the decision of the head of the isolator and the consent of the restraining body, the other person may also enjoy the right to take a shower.
5. The person, for whom on the basis of the report of a medical worker shower is not reasonable, shall not enjoy the right to have a shower.
6. The persons are entitled to take a shower in the isolator only during the day. The right to take a shower in the night hours is allowed only in special cases, with the decision of the head of the isolator or in the case of his absence – the decision of the head of shift.
7. It is not permitted to take shower by several persons at the same time.

8. The confined person may be rejected in taking a shower on the basis of the decision of the head of the isolator, when the safety and functioning of the isolator may be threatened.

9. After withdrawal from the isolator, the rug and linen of the person shall be changed and the mattress must be cleaned in appropriate manner.

7.3. The right to a daily walk

1. A person who has been sentenced to administrative imprisonment for a period of more than one day shall have the right to daily walk and exercise on fresh air. Right to walk shall not be applied by the administrative detainee, to whom such activity is not recommended with the medical worker's conclusion.

2. A confined person shall be taken out for a walk at day time from 10:00 to 18:00, according to the schedule worked out by the head of the isolator. The duration of walk shall be at least 1 hour.

3. Maximum 3 persons can be taken simultaneously to walk, who do not serve the administrative custody for the same crime.

4. For walking on the territory of the isolator, special yards are used. Visual control is exercised by the head of the isolator or by other authorized official of the isolator determined by the head.

5. The control over the exercising the right to walk by a confined person shall be managed by the head of the isolator. In case of inadequate meteorological conditions, or in the event of violation of the requirements provided for in the internal regulations by a confined person as well as in any other special case a confined person may be restricted his/her right to have a walk on the basis of the decision of the head of the isolator. The minute shall be drawn up on the above, the minute shall indicate the

reasons for imposing the restriction. In case of elimination of this cause the confined person must be taken for a walk.

6. If there is no special yard for walking in the isolator, the walking shall be usually organized without the attendance of convoy or other official of the Ministry of Internal Affairs, in the territory adjusted to the territorial organ of the Ministry of a district or city unit's administrative building accommodating the isolator. The confined person shall subject to visual control during walk in the territory. Before taking to a walk, the head of the isolator warns the confined person in a written form about the criminal responsibility for his/her escape. In such cases no responsibility will be imposed on any official of the Ministry of Internal Affairs.

7. During walking the confined persons are prohibited to speak with other persons, to misbehave, and to receive or give any item or thing. If such facts are revealed, confined person shall be restricted to walking until the expiry of his/her custody.

8. In case of bad meteorological conditions, as well as in other extraordinary cases, walking may be canceled or restricted by the order of the head of the isolator.

7.4. Access to reading material

1. Persons confined to the isolator shall be provided with reading material.
2. The fiction literature is kept in the isolator. The employee of the isolator shall periodically offer confined persons to use it during their stay there.

7.5. Religious Rights

The isolator's employee shall respect the religious freedom of the confined person; he/she shall be given the right to perform religious rituals in the isolator.

7.6. Notification

1. In case of transfer of a confined person to another facility for the reason of his/her death or for treatment his/her serious illness and/or mental disorder the head of the isolator or the authorized person shall immediately notify the detainer for notifying the spouse (if married), close relative or the individual preliminary indicated by the confined person.

2. The confined person immediately shall be informed of the death or serious illness of his/her close relative if such fact becomes known to the employee of the isolator.

7.7. Personal data protection

1. Personal data in the isolator shall be protected in compliance with the rule established by the legislation of Georgia.

2. Personal data is any information relating to identified or identifiable a physical person. Person is identifiable when he/she can be identified directly or indirectly, in particular by identification number or person's physical, physiological, psychological, economic, cultural or social features.

3. Personal data processing involves any activity performed with the use of automated, semi-automatic or non-automatic means, in particular, to collect, record, photograph, audio record, video record, organize, store, modify, restore, request, use or disclose data through transmission,

dissemination or making it available in any other manner, grouping, combinations, blocking, erasing or destroying.

4. Data in the isolator shall be processed legally without violation of the dignity. Data can be processed only for specific, clearly defined legal purposes. It is inadmissible for the purpose of incompatible with the original purpose. Data can be processed only to the extent and the volume necessary for achieving the appropriate legal goal. The data should be adequate and proportionate to the goal, for which they are processed.

5. Personal data should be true and accurate and should be updated if necessary. Data collected without legitimate grounds and irrelevant respecting their processing shall be blocked, deleted, or destroyed.

6. Data may be stored only for a period that is necessary to achieve the purpose of data processing. After achieving the objective for which the data is processed, they should be blocked, deleted, destroyed or stored in the form excluding a person's identification, unless otherwise provided by law.

7. The employer of the isolator is obliged to take organizational and technical measures that ensure data protection against accidental or unlawful destruction, modification, disclosure, extortion, and any other form of illegal use or accidental or illegal loss.

The measures taken for data security should be adequate for data processing.

8. Any employee of the isolator who participates in the processing of data is obliged to not exceed the authority granted to him/her. In addition, he/she has the obligation to protect the data secrecy, including after the termination of his/her official authority.

9. Data disclosure may only be made by consent of a data subject or in other cases envisaged by the legislation.

7.8. Obligation and procedure to notify the Prosecutor's Office

1. An authorized person shall be obliged to notify the relevant district prosecutor's office of the Prosecutor's Office of Georgia about the incident in the isolator following the principle of territoriality.
2. The employee of the isolator shall draw up the minute on the incident in the isolator.
3. In all cases when these procedures provides with the notifying the Prosecutor's Office by the head of the isolator or by the authorized person, the minute on telephone notification shall be drawn up. After the notification by telephone, the Prosecutor's Office should be informed in a written form, at the first opportunity.
4. Seized

7.9. Interpreter

An interpreter is required to be attended when confining a person to the isolator, if such person does not understand Georgian language as well as the presence of an interpreter is necessary at withdrawal of such person in case of necessity. In the absence of an interpreter in the isolator while performing these procedures, the employee of the isolator shall communicate directly with the detainer and notify the need to provide an interpreter.

8. Release of confined person from the isolator and return his/her belongings

8.1. Release of confined person from the isolator

1. Confined person shall be released from the isolator:

A) On the basis of a relevant decision of a prosecutor or a judge subject to immediate enforcement upon receipt of the relevant document in the isolator;

B) On the basis of the decree of the head of the isolator, if the detainee was not handed over the decision on his/her arrest no later than 48 hours after the arrest, and if the defendant had been given a decision on the accusation, but the court did not take a decision on the preventive measure against him/her within 72 hours of his/her detention;

C) If the deadline for confinement to the isolator - which is calculated based on Georgian legislation and the documentation stipulated by the paragraphs 2-4 of the article 3 of this regulation – is expired;

2. The release of the confined person shall be provided by the head of the isolator who checks the identity and the relevant documents of such person before the release.

3. A medical examination shall be performed by a medical worker in accordance with established procedures before the release of the person confined to the isolator.

4. Regular control of the records of the minute by the head of the isolator is necessary to protect the deadlines set by the Georgian legislation.

8.2. Return of belongings

1. In case of leaving the isolator, the person will be handed over all the items that were seized at his/her confining to the isolator.

2. Personal belongings shall be sealed in the presence of the confined person. After the delivery of the items the confined person shall make the appropriate signature in the personal examination minute, thus confirming the complete delivery of the items.

