

## 壹、 新收與執行事項

### 1. Admission Process

問 1-1、請問新收办理流程為何？

Q1-1: What is the process of admitting a new inmate?

答：

收容人新收办理流程原則如下：

- 一、查驗收監(院、所、校)應備文件，如押票、執行指揮書、收容書或交付書等，並核對人別及身分證明文件，確認是否無誤。
- 二、對新收者之身體、衣類及其攜帶物品作詳細檢查（女性收容人由女性管理員為之），必要時得採驗尿液，並得運用科技設備輔助。除經檢查核可准予機關內使用之物品外，其他如金錢、貴重物品及機關限制或禁止使用之物品，應交由機關代為保管，或通知親屬領回。
- 三、實施檢查，瞭解有無疾病或外傷。
- 四、告知應遵守事項，填載新收相關文件後配入舍房。

A:

New inmates are processed as follows upon arrival:

1. Required documents for admission to a prison (detention center, institution or school), such as escort warrant, execution instruction, detention letter or referral letter, and new inmate's identification paper are examined to make sure they are correct.
2. The body, clothing and personal items of the new inmate are elaborately searched (female inmates will be searched by female correctional officers). If necessary, urine sample may be taken and technical equipment may be used to aid the examination. Except for permissible personal items that may be kept by inmates inside the facility, other items such as money, valuable items and restricted or banned items shall be placed under the custody of the correctional facility or retrieved by inmate's relatives.
3. Physical examination will be conducted to understand inmate's health conditions (any disease or injury).
4. Inmate is informed of the rules and assigned to his or her ward after filling out necessary admission documents.

問 1-2、新收收容人何時可以添購生活用品？

Q1-2: When can a new inmate start purchasing daily supplies inside the correctional facility?

答：

- 一、收容人進入矯正機關當天，即可購買生活必需用品。

二、矯正機關內備有個人盥洗用具、生活必需品及換洗衣褲等，供收容人及其親友選購。收容人親友可於接見室門市選購後，由機關送交給收容人；或寄送金錢予收容人，供其自行選購。

A:

1. Inmates are allowed to buy daily supplies on the day they are admitted to a correctional facility.
2. Correctional facilities provide personal toiletries, daily necessities and clothing for inmates and their relatives to purchase. Inmate's relatives can purchase those items at the shop inside the visitation room and give them to the inmates through the correctional facility or send money to inmates for them to buy stuff themselves.

問 1-3、機關提供給收容人的飲食、物品有哪些？不足者該如何準備？

Q1-3: What kinds of food and items are offered by correctional facilities? What can be done if they are inadequate?

答：

- 一、目前收容人三餐飲食，均由矯正機關按時提供；飲用水、制服褲(含夾克)、公用餐具等亦由機關供應。
- 二、收容人新入矯正機關時，機關均會發放基本生活物資（包含內衣褲、牙刷、牙膏、毛巾、衛生紙、香皂各1件），若認有不足時，可由親友寄(送)入或自費購買。
- 三、收容人因經濟困難無力自備日常用品時，可向機關提出申請，經審核通過後由機關補助之。
- 四、收容人如急需日常用品時，亦可向機關提出申請，並依指定方式返還。
- 五、收容人日常生活用品如有特殊需求（如義肢、拐杖、假牙），可向機關提出申請，經核准後由機關協助代購，或由親友自接見室送入，另亦可申請以郵寄包裹方式寄入。用品送入之方式請參閱「陸、送入金錢、飲食及物品相關事項」之問答。

A:

1. Currently correctional facilities provide three meals, drinking water, uniforms (including a jacket) and public tableware to inmates.
2. When an inmate first arrives at a correctional facility, the facility will dispense basic daily necessities (including underwear, toothbrush, toothpaste, towel, tissue paper and soap, one set each). If the supply is not enough, inmates can ask their relatives to send (bring) them the items or make purchase themselves.
3. Inmates with financial difficulties can apply to the facility for subsidy to buy additional daily supplies.

4. Inmates who urgently need daily necessities may apply to the correctional facility for a loan and return the item in a manner specified by the facility.
5. If an inmate has certain special needs (e.g. artificial limbs, crutches or dentures), he or she can apply to the facility for permission and the facility will make the purchase on behalf of the inmate, or the inmate's relatives can send the item through the reception desk or apply for permission to send the package by post. Refer to "6. Sending Money, Food and Supplies to Inmates" about ways to send items to inmates.

問 1-4、新收時，可攜入矯正機關的物品有哪些規定呢？

Q1-4: What are the rules for bringing items into the correctional facility by inmates upon arrival?

答：

- 一、矯正機關內場舍空間有限，新收攜入之物品以生活必需用品為限，且勿攜帶過量之物品。
- 二、金錢部分：收容人進入矯正機關，僅須負擔日常生活用品或健保看診掛號及部分負擔費用。另除購買電器用品外，並無大筆消費，故毋需攜入大筆金錢。
- 三、藥品部分：攜入藥品應以醫療需求為主，且須有完整藥袋、罹病醫院診斷證明、處方箋。另藥品須完整未拆封並附成分說明，經機關衛生科醫師檢查評估後，核准者將發還收容人使用。
- 四、生活用品部分：個人身分證件、內衣褲、健保卡、襪、毛巾、筆、肥皂、牙膏、牙刷、信封、信紙、衛生紙及圖書雜誌等得以攜入。被、床單、枕頭等限單人尺寸。又如攜入特殊物品（如義肢、義眼、假牙等），經檢查核准後，即可使用。
- 五、攜入衣物皆須送交檢查，原則如下：
  - (一)檢查係以衣物之整體性及收容人需求性為前提。物品如有妨害機關秩序、影響戒護安全、夾帶違禁物品、不易或無法檢查、檢查後產生質變或破壞原有外觀與功能者，禁止攜入。
  - (二)電器用品不得攜入。但經移監(院、所、校)、借提寄禁攜入者，確認無誤後，許其更換標籤後繼續使用。
  - (三)衣褲、被、床單、枕頭、襪、毛巾等用品，須泡水並拆開檢查。
  - (四)攜入物品，經檢查發現涉及違法情事時，機關將依法究辦。

A:

1. Space inside correctional facilities is limited. Thus items that can be brought into a facility by inmates are limited to daily necessities in moderate amount.
2. Money: Inmates in a correctional facility only need to pay for their daily supplies or registration fee and co-payment under National Health Insurance when they see a doctor.

Unless they need to purchase electrical appliances, there is no need for inmates to carry a lot of money with them when they are admitted.

3. Medicine: Medicine brought into the correctional facility should be for medical needs and placed in an intact medicine bag that shows hospital diagnosis and prescription. In addition, the medicine must be sealed and come with ingredient description. Medicine will be returned to newly admitted inmates after they have been inspected and assessed by the doctor at the correctional facility.
4. Daily supplies: Personal items, including ID card, underwear, National Health Insurance card, socks, towels, pens, soaps, toothpaste, toothbrush, envelopes, letter paper, tissue paper, books and magazines, and single bed blanket, bed sheet and pillow are allowed to be brought in to the facilities. Special items, such as artificial limbs, artificial eyes and dentures can be used inside the facilities after inspection.
5. All clothes and items brought into the facilities will be inspected according to the following principles:
  - (1) Inspection is conducted based on dressing integrity and inmate's needs. Items that may adversely affect the order or security in the facilities, contain contrabands, are not easy to check or cannot be inspected, undergo qualitative change or have their original appearance and functions destroyed after inspection are not allowed to bring into the facilities.
  - (2) Inmates are not allowed to bring in electrical appliances. However when inmates are transferred from another prison (detention center, institution or school) or returned by a court or prosecutors office, they may resume the use of electrical appliances already in use after changing the tags. .
  - (3) Clothes, blankets, bed sheets, pillows, socks, towels and similar supplies must be unpacked and soaked in water for inspection purpose.
  - (4) If items brought in by inmates are found to be illegal, correctional facilities will take action according to laws.

問 1-5、成年受刑人發監執行地點是否得聲請至戶籍所在地矯正機關執行？

Q1-5: Can adult inmates who are sentenced to prison request to be sent to a correctional facility at the place of their household registration?

答：

成年受刑人執行地點原則係由案件繫屬檢察署依「法務部指定各監獄收容受刑人標準表」指揮至所轄鄰近之矯正機關執行。如受刑人欲聲請至戶籍所在地矯正機關執行，得於執行前具狀向原指揮執行檢察署聲請囑託他檢察署代為執行。

A:

In general, adult inmates who are sentenced to prison will be sent to a nearby correctional facility by the commanding prosecutors office in charge of their case in accordance with the “Ministry of Justice Standard for Number of Inmates Held by Each Prison.” Inmates who like to serve their sentence at the place of their household registration can file a request with the commanding prosecutors office before the execution takes place to entrust another prosecutors office to execute the sentence.

問 1-6、親友罹重病卻要入監服刑，請問何種情況下會被拒絕收監呢？

Q1-6: If a relative of mine is gravely ill but must serve a sentence, under what conditions will a prison decline to take in such an inmate?

答：

一、受刑人入監時有下列情形之一者，應拒絕收監：

- (一)有客觀事實足認其身心狀況欠缺辨識能力，致不能處理自己事務。
- (二)現罹患疾病，因執行而不能保其生命。
- (三)懷胎五月以上，或生產未滿二月。
- (四)罹患法定傳染病，因執行有引起群聚感染之虞。
- (五)衰老、身心障礙，不能於監獄自理生活。

二、入監時，應提供相關證明文件，如診斷證明書、病歷摘要、病理報告或其他檢驗報告等，供機關查考。

三、被拒絕收監者，由檢察官斟酌情形，送交醫院、監護人或其他適當處所。

A:

1. A prison may refuse to accept an inmate under any of the following conditions:

- (1) There are objective facts adequately showing that the individual lacks cognitive abilities to handle his/her own affairs due to his/her physical or mental conditions;
- (2) The individual is suffering from an illness that his/her life may be in danger while under imprisonment;
- (3) A female individual is pregnant for more than five months or has given birth less than two months earlier;
- (4) The individual suffers from a notifiable disease and his/her imprisonment may cause cluster infection; or
- (5) The individual suffers from senility, physical or mental disability, and cannot take care of himself/herself in prison.

2. An inmate in any of the conditions above should provide supporting documents, such as certificate of diagnosis, summary of medical record, pathology report or other test report upon arrival for the reference of the correctional facility.

3. Inmates who are not taken in by a facility will be sent to a hospital, placed under the custody of a guardian or sent to other appropriate places at the discretion of the prosecutor.

問 1-7、請問女性懷孕中，一定要入監服刑嗎？

Q1-7: Must pregnant inmates serve their sentence in prison?

答：

- 一、受刑人懷孕五月以上或生產未滿二月者，依規定辦理拒絕收監；如未符合上述條件者，則需入監服刑。
- 二、懷孕收容人進入矯正機關後，機關將安排於婦產科看診，以瞭解懷孕週數及胎兒健康情形。懷胎滿五月以上者，如符合保外待產要件，則由機關協助其辦理。

A:

1. A prison will not take in female inmates who are pregnant for more than five months or have given birth less than two months earlier according to regulations. Female inmates who do not meet the aforesaid conditions must serve their sentence in prison.
2. After a pregnant inmate is admitted into a correctional facility, the facility will arrange them to be seen by an obstetrician to learn about the length of her pregnancy and condition of the fetus. For inmates who are more than five months pregnant and meet the conditions for giving birth outside prison, the correctional facility will assist them in the application process.

問 1-8、即將入監執行，卻檢查出疑似罹患肺結核，該怎麼辦？

Q1-8: What if an inmate is suspected of having tuberculosis right before he or she is about to start serving a sentence in prison?

- 一、入監前如發現疑似罹患肺結核，可檢具相關資料向檢察官聲請延後執行，如檢察官駁回延後執行之聲請時，機關仍會予以收監。
- 二、入監時，應檢具相關疾病診斷證明書及肺結核就診手冊，由機關安排醫師診療，並依醫囑辦理隔離治療或相關就醫事宜。
- 三、如為確診個案，機關得視其病情陳報法務部矯正署核准後，移禁臺中監獄附設培德醫院(男性)或臺北監獄附設桃園分監(女性)接受治療處遇。

A:

1. An inmate who is suspected of having tuberculosis before he or she is admitted to prison can apply to the prosecutor for delaying the start of serving a sentence by submitting relevant documentation. However the correctional facility will still admit the inmate if the prosecutor rejects the application.
2. Upon arrival at the prison, an inmate suspected of having tuberculosis should show relevant certificate of diagnosis and TB treatment manual. The facility will arrange

doctor's appointment for the inmate, and follow doctor's instruction to arrange quarantine or treatment.

3. If an inmate is confirmed to have tuberculosis, the facility may, in view of the inmate's health condition, report the case to the Agency of Corrections, and after obtaining the Agency's approval, transfer the inmate to Taichung Prison Pei-De Hospital (male inmates) or Taipei Prison Taoyuan Branch (female inmates) to receive medical treatment.