



THE MINISTRY OF THE INTERIOR

Pursuant to Article 232, Paragraph 2, Point 3 of the Aliens Act ("The Official Gazette", number: 130/11), the Minister of the Interior hereby passes the

RULES OF STAY IN THE RECEPTION CENTRE FOR ALIENS

I. GENERAL PROVISIONS

Article 1

The Rules of Stay determine the manner of the accommodation, stay and movement of aliens in the Reception Centre for Aliens (hereinafter, the "Centre"), define the schedule of daily activities of aliens and their rights and obligations during their stay in the Centre.

Article 2

The Rules of Stay shall be posted on the notice-board of the Centre and, if necessary, in other places in the Centre as well, in order to be available to the alien.

The Rules of Stay shall be translated into the English and French language and, if necessary, to other languages as well.

Article 3

An alien is ensured an equal position during the stay in the Centre regardless of race, skin colour, sex, language, religion, political or other belief, national or social origin, property, education or other features.

Article 4

Immediately upon the arrival to the Centre, an alien shall be acquainted with the right of contacting the consular or diplomatic representatives of the country of their nationality.

Article 5

In terms of these Rules of Stay, *authorised employees* are police officers and civil servants employed in the Centre.

An alien is obliged to abide by the Rules of Stay, as well as orders and instructions of authorised employees of the Centre in order to ensure discipline, safety and order.



Authorised employees of the Centre may assign tasks to aliens and encourage them to perform activities of daily schedule in accordance with the Rules of Stay.

II. ADMISSION, ACCOMMODATION AND STAY IN THE CENTRE

Article 6

During accommodation in the Centre, an alien is obliged to immediately advise an authorised employee about his health and psychophysical condition, particularly in the event of a contagious disease or another disease of a graver nature.

In the event of a contagious disease or suspicion of a contagious disease, the alien shall be situated in a separate room, where he/she shall stay until the physician determines the actual health condition.

Article 7

Before accommodation in the Centre, police officers are obliged to search an alien and his personal effects for the purpose of finding and taking any objects that might be used in an attack, self-injury or escape. The search shall be carried out in such a manner as not to offend dignity and personal integrity of an alien.

An alien is obliged to hand over the objects that might be used in an attack, escape or self-injuring, money and other items (mobile phones, cameras etc.) to the police officer, for safety reasons.

In the event referred to in Paragraph 1 and 2 of this Article, an alien shall be issued a Certificate of temporary taking of objects and / or monetary assets, which he is obliged to keep and present when leaving the Centre.

Article 8

Rooms provided for the accommodation of males may accommodate up to 12 people, and for females up to 4 people.

Aliens which are not of the same gender may not be placed in the same room, except members of the same family, which shall be placed in a family room.

Article 9

A minor shall be placed in the same room with a legal representative or special guardian.

A minor shall not be placed in the same room with violent adults, addicts, perpetrators of serious criminal offences and other aliens who would have a negative impact on the minor.

Article 10

During the stay in the Centre, an alien shall be provided with clothes and footwear distributed upon the admission.



An alien's clothes shall, if necessary, be washed with other items, registered and packed in a bag. The bag shall have a registration number and a properly packed bag is to be placed in the storage intended for the belongings of aliens.

An alien may exceptionally be allowed to use his own clothes, providing that they are suitable for stay in the Centre.

Article 11

During his stay an alien shall be provided with the Centre's bed linen.

The bed linen consists of: a bed sheet, a pillow-case, a pillow, a bedspread and a towel.

A number of items of a particular part of the bed linen is determined in accordance with the season, climate conditions and needs.

The bed and personal items must be neatly folded.

III. HEALTH CARE, HYGIENE AND PERSONAL CARE

Article 12

Upon arrival to the Centre, an alien is obliged to undergo a general medical examination which must be done immediately if an alien was received during working hours of the Centre's infirmary, i.e. within 24 hours, if an alien was admitted outside the working hours of the infirmary.

During weekend, holiday and vacation, a general medical examination must be done within 72 hours. During that time, an alien will be placed in a separated room.

Article 13

During the stay in the Centre, urgent medical assistance shall be provided to an alien.

The Centre's infirmary's working hours are from Monday to Friday; from 8.00 a.m. to 12.00 a.m. Medical examinations and therapy prescription are done during the working hours of the infirmary.

Outside the working hours of the infirmary, an alien must contact an authorised officer regarding health problems, who shall take further steps regarding the solution of his/her health problem.

If an authorised employee, while performing his/her duties, notices an alien with health problem which was not reported, employee shall immediately take action regarding the solution of his/her health problem.

Female aliens shall be provided with special medical care in the event of pregnancy and childbirth in accordance with general regulations.

Aliens are obliged to carry out the prescribed medical therapy duly.



Article 14

After the admission and just before the accommodation in the room, an alien shall undergo a basic hygiene measures (shower, change of clothes).

In accordance with daily activities, an alien shall keep personal hygiene and clean the premises in which he stays.

Article 15

Bed linen shall be changed every week.

Clothes are washed in the laundry room of the Centre, and dirty laundry is collected once a week. Distribution of clean clothes is organized in the storage of the Centre daily, and clothes are changed according to the personal needs of aliens.

Non-returnable hygienic accessories shall be distributed every week. The day and time for these tasks and activities in the week shall be determined by the schedule of daily activities.

Article 16

If an alien does not keep personal hygiene sufficiently, an officer of the Centre may send him to take a shower.

After they have carried out personal hygiene, aliens are obliged to clean the sanitary facility and used items.

IV. SCHEDULE OF DAILY ACTIVITIES

Article 17

In accordance with daily activities, aliens shall be enabled to watch TV programs, read printed publications, use the library and engage in sports activities.

During the stay in the Centre, an alien is obliged to comply with the schedule and the timetable of daily activities.

An alien may move only in the premises and in the area of the Centre which are intended for residence and movement of aliens.

The schedule of daily activities for a specific day shall be put on the notice-board of the Centre and, if necessary, in other places in the Centre in order to be available to an alien.

The schedule of daily activities is determined by the manager of the Centre or a person authorised for that by him/her.

Article 18

An alien's stay in the Centre is organized according to the schedule of daily activities listed below:

07.00 a.m. – 08.00 a.m. waking up, getting out of bed and personal hygiene



08.00 a.m. – 09.00 a.m. breakfast,

09.00 a.m. – 09.30 a.m. tidying up and cleaning of rooms,

09.30 a.m. – 10.00 a.m. inspection of rooms and booking for official meeting by an officer of the Centre,

10.00 a.m. – 12.00 a.m. meeting with inspectors, social welfare officers, medical examinations in the infirmary of the Centre,

12.00 a.m. – 01.00 p.m. lunch

01.00 p.m. – 02.00 p.m. afternoon rest

02.00 p.m. – 03.00 p.m. distribution of clean clothes,

03.00 p.m. – 06.30 p.m. free afternoon activities in common rooms or in the open space intended for aliens,

06.30 p.m. – 07.30 p.m. supper

07.30 p.m. – 08.30 p.m. leaving for the rooms and control headcount

08.30 p.m. – 10.00 p.m. free activities in common rooms

10.00 p.m. – 07.00 a.m. night rest.

The schedule of daily activities may be changed in accordance with the needs of aliens and duties, activities and needs of the Centre.

V. STAY IN FRESH AIR

Article 19

An alien is enabled to stay in fresh air at least for two hours a day in the area of the Centre determined for that.

During the stay in fresh air, aliens move freely and may participate in sports and social activities, but in the process they may not violate the rules of conduct determined by these Rules of Stay. Aliens may work voluntarily according to the program of the activity manager.

The stay of aliens in fresh air is supervised by the security service.

VI. NOURISHMENT

Article 20

During the stay in the Centre, an alien shall be provided with nourishment which must meet the nourishment standards.

An alien shall be provided at least three meals a day, from which at least one must be hot, and the necessary quantity of drinking water or a beverage.



According to the recommendation by a physician, ill alien and pregnant women have special food prepared for them.

Beside the three meals, children up to 10 years of age may get a children's meal as well.

During the stay in the Centre, an alien is entitled to consume food according to his religious beliefs, provided that he/she informs an authorised employee about the type of the food in a timely manner.

The meals are consumed in the dining room of the Centre at the time prescribed by Article 18 of these Rules of Stay.

Food and cutlery may not be taken outside the dining room.

Food is not allowed in bed rooms.

Aliens have the right to file a complaint against nourishment referred to in Paragraph 1 of this Article to an authorised employee verbally or in writing.

VII. DENOMINATION

Article 21

An alien is entitled to perform religious ritual provided he/she respects religious and cultural views of other persons in the Centre.

An alien shall be enabled to contact religious communities at his request. The Centre is obliged to ensure conditions and a room for religious rituals.

The manager of the Centre or a person authorised by him/her may temporarily disable religious and spiritual rituals of aliens if they would threaten safety, order and peace in the Centre.

VIII. USING TELEPHONE

Article 22

Upon arrival to the Centre, an alien is entitled to one telephone call free of charge with the diplomatic mission or the consular office of his/her country. An alien is entitled to a private telephone call free of charge as well, up to 3 minutes.

During the stay in the Centre, an alien may communicate with persons outside the Centre by means of a telephone booth, at his own expense.

Telephone numbers shall be posted on telephone booths in the Centre.

IX. VISITS

Article 23

Aliens shall be enabled visits at least twice a week.



The manager of the Centre or a person authorised for that by him/her is obliged to determine visiting hours within the daily schedule.

The visit must be announced to the Centre at least 1 day in advance.

A visit can be prevented if it is ascertained that the visitor is prone to improper conduct and violation of legal regulations.

Specifically designated room is provided for visits to aliens. The visit shall last up to 1 hour, regardless of the number of visitors. Exceptionally, the visit may last longer upon the approval by the manager of the Centre or a person authorised by him/her.

An authorised police officer can stop the visit if safety, order and peace in the Centre are disturbed during the visit.

X. RECEIVING OF WRITTEN SHIPMENTS AND PACKAGES

Article 24

An alien may receive written shipments and packages during the stay in the Centre.

Delivery of written shipments and packages shall be conducted on daily basis.

An alien shall open written shipments and packages in the presence of a police officer. The police officer is obliged to remove from the package the contents or a part of the contents which is forbidden to possess in the Centre. The Centre shall return the removed contents of the package to the sender or store it or remove it from the Centre in another way prescribed by the law.

XI. MONETARY ASSETS

Article 25

An alien may receive monetary assets during the stay in the Centre.

Monetary assets shall be temporarily taken away and stored in a safe of an authorised employee, and a Certificate of taking of monetary assets shall be issued.

During the stay in the Centre, an alien may use the monetary assets taken away temporarily, providing that he may not have an amount greater than 300 HRK with him.

Aliens shall be able to exchange foreign currency into Croatian Kuna once a week.

XII. OBLIGATIONS, RIGHTS AND PROHIBITIONS

Article 26

During the stay in the Centre, an alien shall:

1. comply with the instructions for the purpose of ensuring discipline and order,
2. keep rooms, sanitary facilities and common premises of the Centre clean,



3. preserve the inventory and rooms from damages,
4. keep hygiene on daily basis,
5. care for personal tidiness and cleanness of clothes awarded to him/her by the Centre,
6. use the bed, the inventory and other equipment of the Centre with care,
7. use water, electricity, cleaning devices and sanitary-hygienic items economically,
8. allow the implementation of the sanitary-disinfecting measures,
9. inform authorised employees of the Centre of a possible deterioration of health condition in order to prevent the spread of the disease and eventual transmission of contagious diseases to other foreigners,
10. not hurt himself or another foreigner at the sports field during sports activities,
11. hand over his/her monetary assets which shall be deposited,
12. pay the costs of damage arisen in the Centre by intentional damaging or destruction, according to the price list,
13. return used equipment undamaged,
14. pay the expenses of accommodation and forcible removal.

Article 27

During the stay in the Centre, an alien is entitled:

1. to ask for professional help of authorised employees of the Centre in order to resolve his/her case,
2. to cultural, sports-recreational, social, religious and other activities allowed in the Centre,
3. to two telephone calls free of charge,
4. to a limitless number of telephone conversations at his own expense,
5. to justified and allowed visits,
6. to keep, at his own responsibility, items of smaller value which do not threaten safety,
7. to use allowed personal items which are stored for safekeeping,
8. to possess smaller quantities of tobacco products,
9. to smoke tobacco products in the specified and specially designated space,
10. to three meals a day,



11. to hygienic accessories and clothes in accordance with the standards and possibilities of the Centre,
12. to psycho-social and health care,
13. to stay in fresh air,
14. to obtain a smaller quantity of personal items and tobacco products from his own funds,
15. to receive written shipments and packages.

Article 28

In the Centre, an alien shall not be allowed:

1. to disturb order and peace in such a way that other persons in the Centre get restless or disturbed (shouting, quarrelling, fighting, etc.),
2. to change the arrangement of the furniture in rooms and move the inventory from one area to another,
3. to damage or intentionally disturb the operation of the technical equipment (audio-visual and lighting equipment) installed in rooms in order to ensure physical and technical protection,
4. to enter as a male persons into rooms and sanitary facility used by female persons and vice versa,
5. to leave rooms and go into other premises and areas dressed improperly,
6. physical, mental and sexual violence,
7. to insult and belittle persons on the basis of racial, religious, national or political orientation
8. to intentional destruction of the inventory,
9. to write and attach paper or other materials on the walls, doors and windows,
10. to bring in and consume alcoholic drinks and other intoxicating substances,
11. to take food and table-ware from the dining room,
12. to enter into the premises which are not designated for his accommodation and movement,
13. to smoke in rooms and premises where a non-smoking sign is visible,
14. to bring animals into the premises of the Centre,
15. to locking rooms and other premises,
16. to talk over a mobile phone without an approval,
17. to disturb night peace and the afternoon rest,



18. to order meals and other food products outside the premises of the Centre, and receive them in packages

19. to stay in the entrance hall and on the staircase needlessly.

20. to move from one room to another, change beds and keys of a locker on his own.

XIII. STRICTER POLICE CONTROL

Article 29

The manager of the Centre or a person authorised by him/her may impose stricter police control on an alien if he/she:

1. has left the Center without permission or if there is a reasonable doubt that the alien will attempt to leave the Centre
2. physically attacks other foreigners, authorised or other employees,
3. makes an attempt of self-injuring,
4. rudely insults other foreigners, authorised or other employees on any basis,
5. prepares or makes objects for an attack, self-injuring or an escape from the Centre,
6. is engaged in preparation of intoxicating substances in the Centre,
7. causes a loss, damage of clothing, technical or other objects and means used in the Centre intentionally,
8. intentionally damages technical and other equipment in the Centre
9. intentionally disturbs the operation of technical (audio-visual and lighting) equipment installed in rooms in order to ensure physical and technical protection,
10. repeatedly ignores orders and does not abide by the valid legal regulations,
11. in any other way commits a gross violation of these Rules of Stay.

Article 30

Stricter police control is carried out in the premises designated for that with limitation of the rights to receive visits and use monetary assets temporarily taken away.

Stricter police control shall be revoked when it is ensured that a reason due to which it was introduced does not exist anymore.

The decision of revoking a stricter police control is made by the manager of the Centre or a person authorised by him/her.



XIV. SEARCH OF PERSONS AND PREMISES

Article 31

Search of aliens, search of objects and search of premises in which aliens have been accommodated may always be carried out, in accordance with the safety judgments and needs.

Search of the premises is carried out by security police officers with the obligatory presence of at least one alien situated in the room.

XV. TERMINATION OF STAY IN THE CENTRE

Article 32

When the stay in the Centre is terminated an alien is obliged to return used equipment undamaged.

An alien is obliged to bear the expenses of accommodation and deportation based on issued Receipt of compensation costs of deportation.

After settling his obligations, personal objects temporarily taken away and the remaining of unused monetary assets shall be returned to an alien.

XVI. FINAL PROVISIONS

Article 33

The Rules of Stay in the Reception centre for Aliens, No. 511-01-52-28900/08 from 11 June 2008 and No. 511-01-152-28900/2-08, from 10 October 2011 shall cease to have effect from the day of the entry into force of these Rules of Stay.

Article 34

These Rules of Stay shall enter into force on the eighth day from its publication in the Official Gazette.

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Zagreb, 23 May 2013

Minister

Ranko Ostojić, m.p.