

If you do not comply

- In certain circumstances, if you do not comply you can be suspended from the Order and your treatment will be withdrawn.
- If you do not attend (or are late) and do not explain with good reason, we will send a written warning to you.
- If you miss a further appointment without a good reason, we will take you back to the Court.

If you are too ill to attend

You must:

- ask your doctor to sign a sick note.
- make sure we receive it within 7 days of your absence. (We cannot accept a self-certificate)

Tell us if you cannot attend through no fault of your own – such as long-term sickness. You may have to tell the Court why. The Court will decide what to do about this. If you cannot attend for any reason, you must tell us, before you miss an appointment. Our staff will decide whether it is acceptable and what is to be done about it.

What you can expect of us

- fair and equal treatment, respecting your rights.
- help with problems linked to your offending

Information about you

Our staff keep information about you in records and on computer. We will keep all records safe and secure. If you wish to know more about this, please ask to see our leaflet: 'Your right to see your records'.

If you are unhappy

If you are unhappy about our service in any way, talk to your Case Manager or supervising officer. Our staff will listen and do what they can to help. If you are not satisfied, ask to talk to the Team Manager at the centre you attend. If you wish to take it further, ask for our leaflet 'How to make a complaint'

To contact us

Your Case Manager:.....

Telephone:.....

Probation Centre:.....

Address:.....

Telephone:.....

If English is not your first language and you would like an interpreter, please ask us to arrange this.

જો અંગ્રેજી તમારી પહેલી ભાષા ન હોય અને તમે ઈચ્છો છો કે આપણી સાથે કોઈ દુ:આચિયો હોયો જોઈએ તો અમને એની ગોઠવણ કરવા માટે જણાવો.

اگر انگریزی تم کی پہلی زبان نہیں ہے اور آپ چاہتے ہیں کہ کوئی مترجم ہمارے ساتھ موجود ہو تو ہم کو اس کے بارے میں بتائیں۔

Probation's aims are

- Protect the public
- Reduce re-offending
- Proper punishment of offenders
- Rehabilitation of offenders
- Increasing offenders' awareness for victims

About your Drug Treatment and Testing Order (DTTO)

Enforcement, rehabilitation and public protection



NATIONAL PROBATION SERVICE
for England and Wales

About your Order

It is for people whose offending is linked to drug misuse and who want to change – to avoid drugs and to stop offending.

Your Order starts when you are sentenced. (The Court imposes this Order with the knowledge that you have agreed to comply.) The Court decides how long your Order stays in force, up to 3 years maximum. You must comply with all the conditions stated in your Order and attend ALL appointments given to you. If you are unsure what you must do, ask your Case Manager.

Helping you

You have agreed to co-operate. The Order gives you support and supervision to help you to stop misusing drugs and to stop committing crime. It means facing up to your drug dependency and doing your best towards stopping it. You must attend appointments with professional workers who will help you. This demands your time to attend:

In the first 13 weeks: 5 days each week (up to 20 hours a week)

After this, if we agree: 3 days each week (up to 12 hours)

If you have any problems, ask your Case Manager how you may find help.

If you do not comply, you will be taken back to the Court. It will decide what to do. It may:

- continue your Order
- or
- impose a different sentence

Alcohol and drugs are banned at our Probation centres. If you attend while under the influence of alcohol or drugs, action may be taken against you.

You will be given:

- Medical treatment to tackle your drug habit and medical problems linked to your drug misuse.
- Drug tests to see if you are still using illegal drugs / substances and to assess your progress.
- Probation supervision: We arrange this taking account of risk of re-offending and your specific needs. It includes:
 - seeing probation staff regularly.
 - appointments with other agencies, such as jobs, housing, etc. to help you stop offending.
 - attending a Probation programme with other people.
- Court reviews: hearing your progress.

About treatment and tests

Before the Court imposes your Order, you have a thorough assessment by:

- the Probation Service
- the drug treatment agency which works with us. It provides your treatment and testing and tells you when and where to attend. You must attend all appointments. The tests are by a urine sample (or mouth swab). Your test results are given to:
 - you
 - the Court
 - your Case Manager.

If you disagree with test results, your sample will be sent for independent testing. Drug treatment services can include any of these:

- medical and other therapy
- counselling
- work in a group with other offenders.

If you do not comply with ALL aspects of the Order your treatment may be withdrawn or varied.

Court reviews

You must return to the Court for review:

- once a month in the first 4 months.

If your progress is good:

- once every 3 months following

The Court will receive:

- your drug test results
- a written report about your progress by your Case Manager

The magistrates (or judge) will ask questions in order to be sure you comply with your Order. You should tell the Court about:

- your progress
- any problems you may have

What you must do:

- attend ALL appointments and co-operate with Probation, treatment agency and others we refer you to see
- tell us your current address where we can contact you
- tell us if you change address
- allow our officer to visit you at home
- respect other people's equal rights
- be willing to change your life to gain self control and avoid relapse or re-offending.