

## If you are ill and cannot attend

You must tell us as soon as possible and

- 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 other reasons, you must tell us, **before** you miss an appointment. Our staff will decide whether your reason is acceptable and what is to be done about it.

## What you can expect of us

- Fair and equal treatment.  
We respect your rights
- clear instructions and advice

## If you are unhappy

If you are unhappy about our service in any way, talk to your 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. If you wish to take it further ask for our leaflet 'How to make a complaint'.

## Information about you

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

## To contact us

Make a note here of your:  
Probation Centre Address

.....  
.....  
.....  
.....

Telephone.....

Supervising Officer.....

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

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

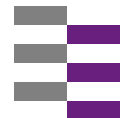
اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ چاہتے ہوں کہ کوئی مترجم ہمارے ساتھ موجود ہو تو براہ کرم ہمیں یہ بندوبست کرنے کے لیے بتائیں.

## Probation's aims are

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

## About your Community Rehabilitation Order

*Enforcement, rehabilitation and public protection*



NATIONAL PROBATION SERVICE  
for England and Wales

## About the Order

It is an Order made by the Court. It means you are sentenced to probation supervision in the community for a fixed period of time: (minimum 6 months to maximum 3 years). Your Order will state the length of time you must serve. You must comply with your Order.

Your Order starts when you are sentenced at court. It stays in force until we tell you when your supervision is completed.

**If you do not comply with your order, you will be taken back to the Court. The Court will decide what to do**

and may:

- fine you and continue your Order
- or
- impose a different sentence instead

**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 for breaking your Order.**

If you have any questions or problems at any time, tell us. Our staff will advise and help you to comply with your order.

## What you must do:

- co-operate with our staff who supervise you
- attend all appointments you are given
- tell us your current address where we can contact you.
- tell us if you change your address
- allow our officer to visit you at home. We arrange this with you.
- Comply with any conditions imposed as part of your Order, such as to attend a rehabilitation programme.

## How we work with you

Our staff will:

- plan how you will serve your Order under our supervision
- enforce your Order
- protect the public against a risk that you might offend again
- focus with you to see why you broke the law and to prevent further crime.
- help you avoid re-offending
- refer you to other agencies, for example for help with employment or training, housing, health including tackling drink or drug misuse
- uphold the interests of victims. We work with you so that you understand the effects of your offending and the harm caused for victims.

**If your Order has a condition to attend a programme: you must attend sessions in a group with other offenders to:**

- face up to why you broke the law
- learn how you can change to avoid re-offending. Your probation Officer will explain what you must do. He or she will work with you to bring about ways you can change your life and lifestyle to avoid re-offending.

## When to attend

- **First appointment:** within 5 working days of sentencing at Court. We will write to tell you when and where to attend.
- **First 12 weeks:** At least once a week. Your officer will tell you when to attend
- **Any other appointments we give you.** We arrange these and explain when and where you must attend.

## If you do not comply

- If you do not attend, or turn up late and do not explain with good reason, we send a written warning to you.
- If you do this again without a good reason, we will take you back to the Court.