

## If you are ill and cannot work

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

## 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 keep 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 Punishment 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 must do unpaid work that benefits the community. This work is called Community Service. It aims to help victims of crime and to help prevent crime. Often it helps disabled and elderly people and charities.

Your Order states the number of hours you must work. It starts when you are sentenced at court. It stays in force until every hour is worked. You should expect to start work within 10 days of the Court Order.

You will be supervised by the National Probation Service. Our staff will

- plan the work you will do
- tell you when and where to work.

Your work may be on 1 or 2 days each week. You may have to work Saturdays or Sundays.

If you do not comply with your Order, you will be taken back to Court which will decide what further action to take. This is called 'breach action'

**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:

- tell us your current address where we can contact you.
- tell us any change of your address. If you plan to move to another area, you must tell us. You are still subject to your Order. We will arrange for you to transfer to your new local area of the Probation Service.
- attend all appointments with your supervising officer
- attend for work as we arrange for you
- arrive on time to start work
- work each session in full until told you may go home
- co-operate with your supervisor at work
- work with other people, treating them fairly

**Alcohol and drugs are banned.**

**If you attend while under the influence of alcohol or drugs, you will not be allowed to work. Further action may taken against you for breach of your Order.**

## What you can expect of us

- Fair and equal treatment. We respect your rights
- supervision to the National Standards
- clear instructions about what to do.
- work you are able to do
- use of tools and any special clothing you may need for the work we give you
- a qualified supervisor on site where you work

We promote training and advice, so you may be able to learn skills for employment.

## If you do not comply

**If you do not attend, or turn up late to work, and do not explain with good reason, we send a written warning to you. If you miss a session again without a good reason, we will take you back to court. The court decides then what action to take:**

**It may**

- warn you (and the Order continues)
- or**
- impose a fine or extra hours to work and instruct you to complete the Order
- or**
- cancel the Order and deal with you in some other way.