

Community Punishment and Rehabilitation Order

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 have 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.

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.....

Work Supervisor.....

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.

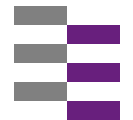
اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ چاہتے ہوں کہ کوئی مترجم ہمارے ساتھ موجود ہو تو براہ کرم ہمیں یہ بندوبست کرنے کے لیے بتائیں.

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 and 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 is in two parts. You must do **both** of these:

- work for a fixed number of hours unpaid for the good of the community.
- be supervised for a fixed period of time by a Probation Officer.

Your Order starts when you are sentenced at the Court. It stays in force **until**

- you have worked the total hours
- we tell you supervision is completed.

You will have a case manager who will talk to you about each part of your Order.

If you fail to comply with any part of your order, you will be taken back to the Court. It will decide what to do. It may be:

- a warning and continue your Order
- or**
- a fine and/or more hours of work
- or**
- a different sentence instead

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

Alcohol and drugs are banned at Probation Centres and at Community Service work sites. If you attend while under the influence of alcohol or drugs, action may be taken against you for breaking your order.

What you must do:

- co-operate with staff who supervise you
- attend all appointments you are given
- attend for work as we arrange for you.
- 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 group programme

What we will do

- plan how you will serve your Order.
- enforce your Order
- We supervise you to the National Standards
- give you clear instructions and advice about when to attend and where. It may be 1 or 2 or more days and/or evenings each week and weekends.
- treat you fairly and equally. We respect your rights.
- review your progress and help you to complete your Order.

When to attend

- **First appointment:** We will write to tell you when this will be and where to attend.

Community Rehabilitation

We work with you in order to:

- see why you broke the law
- protect the public against a risk that you might offend again.
- prevent further crime
- refer you to agencies such as employment or training, housing, health or treatment for drink or drug misuse

If your Order includes a group programme, you must attend with other offenders to

- face up to why you broke the law.
- learn to avoid re-offending
- understand the harm caused for victims

Community Punishment

It will start within 2 weeks of your Order.

The work is known as Community Service. We plan for you:

- when and where you will work.
- a qualified supervisor for you on site
- tools and protective clothing if needed.

You must comply with all parts of your Order

- 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.