



NATIONAL PROBATION SERVICE
for England and Wales

Cheshire

Confidentiality

Any personal information revealed will be treated with the utmost care. However, if you disclose a crime or there appears to be a risk to the public, it cannot remain confidential. As far as is possible, we will talk to you before any information is passed on.

What are my rights?

You will be treated fairly and without discrimination and you are expected to behave in the same way. The Probation Service will not accept racist, sexist or other discriminatory behaviour towards you from either staff or other people under Probation supervision.

If, at any other time, you feel unfairly treated, you have the right to complain to the Senior Probation Officer in your area. Phone the number on this leaflet for information. If you are not satisfied with the response, you can write to the Chief Officer at the address on this leaflet.

Remember - keep all your appointments.

Your Case Manager is:

Your Probation Office address is:

Telephone:

Your Community Punishment Office address is:

Telephone:



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Enforcement, rehabilitation and public protection

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Community Punishment and Rehabilitation Order

Information for Offenders

The Court has sentenced you to a Community Punishment and Rehabilitation Order. The Probation Service will supervise you while you carry out unpaid work for the good of the community as punishment for the harm you have done. You will also be supervised by a Case Manager for between six months and three years. This is to:

- help you stop offending
- help you to change your behaviour and attitudes
- protect the public from harm.

This leaflet explains what you have to do and what is expected of you.

What do I have to do?

You must:

- obey all the conditions of your Order
- keep all your appointments and arrive on time
- report at least once a week until all your hours are completed
- obey all instructions given by your work supervisor
- not turn up under the influence of drugs, alcohol or solvents
- not move address without permission
- not go abroad without permission
- not re-offend

Your Supervision Plan

At the start of your Order, your Case Manager will work out a Supervision Plan with you. You will need to show you understand this plan. It will set out what is expected at meetings with your Case Manager, group sessions and referral to other agencies for specialist help or treatment. If you have problems such as not having a place to live or not receiving your benefits, your Case Manager will help

you to sort them out. You will review your supervision plan at least every four months with your Case Manager. Again, you will be asked to comment on the plan and show that you are trying to achieve the things you and your Case Manager agreed to work on.

Your Community Punishment

The Court decides how many hours between 40 and 240 you have to work. Before you leave Court, you are told when and where you will start your Community Punishment.

The work will be demanding but we try to use any skills or interests you have. The work could involve:

- helping community groups with painting and decorating or gardening
- improving the environment by ground clearance or conservation work
- contributing to community safety by doing work to reduce crime such as fitting window locks

Your Community Punishment Officer decides how many hours you must work each week. If you have a job, these will be arranged outside your normal working hours.

How do I get to work?

You will be transported from your reporting point to and from the work site. If you spend more than 30 minutes travelling to the reporting point, this time will be taken off your Community Punishment hours. In cases of hardship, fares to the reporting point may be paid if you show a valid ticket.

What do I wear?

Dress sensibly and wear warm clothing in cold weather. Bring a packed lunch for your 30 minute break. Do not bring expensive items such as radios, mobile phones, jewellery or more cash than you need as we do not accept responsibility for any personal property lost when carrying out Community Punishment work. We will provide any protective clothing and equipment such as visors, boots or earmuffs. You must wear these as instructed.

Can my Order end early?

Either you or your Case Manager can apply to the Court for this if you:

- are at least half way through your Order
- have completed your Community Punishment hours
- can show you have kept to all the conditions
- have made good progress
- have not re-offended

What happens if I break the conditions of my Order?

The first time, you will receive a final warning letter. If you turn up late, do no work, behave unacceptably or break any of the conditions a second time, you will be returned to Court. The Court may fine you, order you to do more hours or to go to an Attendance Centre (if you are under 21). You may also be re-sentenced for your original offence(s).

If you can't attend a work session for any reason, you must contact your Community Punishment Officer straight away to explain. If this is not accepted, you will be returned to Court. If you are ill, you must give a doctor's sick note (not a self-certificate) to your Community Punishment Officer within five working days.