

Complaints

If you have a complaint, please discuss this firstly with your Probation Officer. You can also ask for further details of how to make a formal complaint to the service.

Interpreters

If English is not your first language, and you would like an interpreter present in court or at meetings with the Probation Service, please ask how this can be arranged.

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ہماری تحریری معلومات سمجھنے میں کسی ترجمان کی مدد کی ضرورت ہے یا پروڈیشن سروس سے ملاقاتوں کے لئے حاضر ہونا ہے تو مہربانی فرما کر پروڈیشن سٹاف کے کسی ممبر کو بتا دیجیے۔

ਜੇ ਤੁਹਾਡੀ ਮਾਤਭਾਸ਼ਾ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਅਤੇ ਤੁਸੀਂ, ਸਾਡੀ ਲਿਖਤੀ ਸੂਚਨਾ ਨੂੰ ਸਮਝਣ ਲਈ ਜਾਂ ਪ੍ਰੋਬੇਸ਼ਨ ਸਰਵਿਸ ਦੀਆਂ ਮੀਟਿੰਗਾਂ ਵਿੱਚ ਸ਼ਾਮਲ ਹੋਣ ਲਈ ਜੇ ਤੁਹਾਨੂੰ ਦੁਬਾਰਾ ਦੀ ਸਹੂਲਤ ਚੈ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਪ੍ਰੋਬੇਸ਼ਨ ਸਟਾਫ਼ ਨੂੰ ਦੱਸੋ ।

જો અંગ્રેજી તમારી પહેલી ભાષા ન હોય અને તમને અમારી લેખિત માહિતી સમજવા માટે દુભાષિયાની મદદની જરૂર હોય અથવા પ્રોબેશન ઓફિસર સાથેની મીટિંગ પખતે તેઓ હાજર રહે એવી જરૂર હોય તો કૃપા કરીને પ્રોબેશન સ્ટાફના સભ્યને જણાવશો.

ইংরেজী যদি আপনার মাতৃভাষা না হয় এবং আমরা আপনাকে যেসব লিখিত তথ্য সেই সেগুলো বুঝতে একজন দোভাষীর (ইন্টারপ্ৰিটার এর) প্রয়োজন হলে কিংবা প্রবেশন সার্ভিসের মিটিংসমূহে আপনার সাথে একজন দোভাষীর উপস্থিতি থাকার প্রয়োজন হলে অনুগ্রহ করে তা প্রবেশন এর যে কোন একজন কর্মীকে জানান।

यदि अंग्रेजी आप की पहली भाषा नहीं है और आप को हमारी लिखित जानकारियों को समझने में किसी द्वाधिये की सहायता की आवश्यकता हो या प्रोबेशन सर्विस के साथ मीटिंग में हाज़िर होने की आवश्यकता हो तो कृपया प्रोबेशन स्टाफ़ के किसी सदस्य को बताइये ।

如果英語不是你的第一語言而你需要一名口譯人員幫助你理解我們的書面材料或是與你一起參加監督服務部面談，請告訴監督服務部職員。

إذا لم تكن اللغة الإنجليزية لغتك الأولى ، وترغب ان يُعَيّن لك مترجم لمساعدتك بفهم معلوماتنا المكتوبة او ترغب لحضور اجتماع مع هيئة خدمات المراقبة ، الرجاء اعلام احد موظفي المراقبة .

Se la vostra lingua madre non è l'inglese spiegate ad un funzionario del Servizio di Probation che volete che un interprete vi aiuti a capire le nostre informazioni scritte o sia presente ai vostri incontri con il personale del suddetto Servizio.

Si el inglés no es su primera lengua y desea un intérprete que le ayude a entender nuestra información escrita o que esté presente durante las entrevistas con el servicio de libertad condicional, por favor dígaselo a un miembro del personal de este servicio.

Local contact information

Your Pre-Sentence Report

NATIONAL PROBATION SERVICE

for England and Wales

Enforcement, rehabilitation and public protection

What is a pre-sentence report?

It is a report written by a Probation Officer for the Court. It tells the Magistrates or Judge more about you, your background and your offence so that they can decide which sentence will work best to stop you from breaking the law again.

How is the report written?

Somebody from the probation service may see you in court and set a time to meet you. If not, you will soon get a letter asking you to come to a meeting. If no letter comes, or if you cannot get to a meeting, you must contact the Probation Office. The telephone number is on this leaflet.

When you meet a Probation officer, he or she will talk to you in detail about yourself and your offence, your home life, your work and whether you have been in trouble before. He or she may also ask to talk to other people who have something important to say, such as your family or your doctor.

When you come for the first meeting you should bring with you written proof of your address and your income.

What will the report say?

It will be about your offence, what led up to it and what you think about it. If you have been in court before, your earlier convictions will be mentioned. The Probation Officer will talk in the report

about the effect a range of different sentences may have on you. This will include both prison and community sentences.

The report has to say something about

- this offence and why you did it
- anyone who suffered as a victim of what you did
- your background and what you feel about the offence and any victims
- whether you are willing or able to change
- how you acted if you were supervised by the Probation Service before
- how likely you are to break the law again
- how much of a risk to the public you are
- which sentence is most likely to stop you from breaking the law again

Who sees the report?

- you
- your solicitor or barrister
- the Magistrate or Judge
- the Court Clerk
- the staff of the Probation Service
- the Crown Prosecution Service

If you go to a hostel or prison, a copy of the report will also be sent there.

The report **will not** be seen by the police.

The report **will not** be read out in court, but the court may ask questions or say something about it.

You will be given a copy of the report. If you think anything in the report is unfair or untrue either you or your solicitor will be able to say so.

Pleading guilty or not guilty

A pre-sentence report will only be prepared if you plead guilty or if the court finds you guilty.

If you are in any doubt about whether to plead guilty or not guilty, talk to your solicitor or barrister or to your Probation Officer straight away.

How will the Probation Service treat you?

The Probation Service

- expects you to be treated fairly
- expects you to behave fairly towards others
- will not tolerate any discriminatory behaviour
- treats your records with great care – information is not normally given to anyone else without discussing it with you first, except where there is a risk to others
- allows you to see your record – ask your Probation Officer