

What you should not do

You should not:

- miss any appointments to do with your sentence
- attend under the influence of alcohol or illegal drugs, or
- behave in an aggressive, racist or other unacceptable way
- fail to keep the rules

What happens if you break the rules?

If you break the rules without good reason you will receive a warning or be taken back to court. You are only allowed one warning in any 12-month period.

If you are taken back to court you may be:

- made to do **more** Requirements
- made to do **different** Requirements
- the Requirement or Requirements you are already doing may be made **harder**, or
- sent to prison.

The court **cannot** just give you a warning or a fine.

The leaflet about your Community Order or Suspended Sentence Order will tell you more about what will happen if you do not stick to the rules.

It is very important that you work hard to complete your sentence.

Other information

If you need help or advice about anything to do with your sentence, you can always talk to your responsible officer.

We keep information about you in our records. It is kept safely and securely. If you want to find out about seeing this information please ask your responsible officer.

Local Information:

If you have a complaint about the Greater Manchester Probation Trust please talk to your responsible officer who will try to help. If you are not satisfied you can ask to talk to the unit manager. If you are still not satisfied, ask for the leaflet called "Making a Complaint".

Further Information:

For more information about anything in this leaflet, please talk to your responsible officer.



Community
Payback

Unpaid Work Requirement

About your sentence

The court has sentenced you to do a Community Order or a Suspended Sentence Order. There is a separate leaflet on each of these sentences.

This leaflet tells you about the Unpaid Work Requirement that the court has decided you must do as part of your sentence. You may also be given other leaflets to help explain any other Requirement or Requirements the court has decided you must do.

About the Unpaid Work Requirement

You will be expected to carry out work that is demanding and that will benefit other people. When you do this work you will be paying back the community for the harm or damage your offending has caused.

There are lots of different types of work available. The Community Payback staff responsible for your sentence will talk to you about what will be most suitable for you. They will tell you when and where you will be working.

You will have to complete at least 7 hours a week. If you have a job during the week you will be able to work at weekends.

As well as making amends to the community, the work may also help you to learn new skills and get on better with those around you.

What will be explained to you

Your Offender Manager will:

- explain your sentence to you
- talk to you about the plan for your sentence
- make clear to you **what will happen** if you do not turn up for work
- make clear what sort of work you will be doing
- make clear **where** you need to be and at what time you must be there
- make arrangements for you to be taken back to court if you do not co-operate or comply with your Order
- review your progress and work with you to help you complete your sentence successfully, and
- treat you fairly.

What you should do

You should:

- listen carefully to what your responsible officer says and do what they ask you to do
- turn up for appointments on time
- make sure you turn up in a fit state to take part
- show respect to probation staff and other people who you meet during your sentence
- tell your responsible officer straight away if you plan to change your address or phone number
- tell your responsible officer straight away if you are unable to keep an appointment
- tell your responsible officer straight away if you are having any other problems with completing your sentence
- carry out any other instructions you may be given as part of this Requirement, and
- stay out of trouble.

If you miss an appointment you should get in contact with your responsible officer as soon as possible and tell them why.

If there is a good reason for not being able to keep an appointment you should provide your responsible officer with evidence. This might be a doctor's note or a letter from your employer for example.

You must follow the rules which will be explained to you at your first session.