

# What you should not do

## You should not:

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

## 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 the court could:

- make you do **more** Requirements
- make you do **different** Requirements
- make this Requirement or other Requirements you are already doing **harder**, or
- send you 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.

# 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 Probation Service 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: "How to Make a Complaint".

### Further Information:

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

Programme

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# Programme 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 Programme 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 Programme Requirement

The court has decided you need to do a Programme Requirement to make it less likely that you will offend again.

The programme you do will aim to teach you how to think or behave differently so as to help you stay out of trouble. The programme you do might include looking at how you handle problems, how you deal with other people and how you behave in difficult situations. You may have to attend the programme in a group or with other offenders or attend on your own.

The person responsible for your sentence (your “responsible officer”) will discuss the details of your Programme Requirement with you.

## What your responsible officer will do

### They will:

- explain your sentence to you
- talk to you about the plan for your sentence
- make clear **where** you need to be and at what time you need to be there
- explain **how** the programme will be run and what it will cover
- make clear **what will happen** if you do not stick to the rules of the programme
- 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
- do what you are asked to do on your programme such as filling in the initial tests and completing any ‘homework’
- turn up for appointments to do with your sentence on time
- make sure you turn up in a fit state to take part
- show respect to probation staff and other people 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 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.