

What you should not do

You should not:

- fail to do your agreed activity (unless you have permission from your responsible officer)
- miss any appointments to do with your sentence, 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 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 attend your appointments, do what your responsible officer asks you to do, and 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.



Supervision 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 Supervision Requirement that the court has decided you must do as part of your sentence. You might also be given other leaflets to help explain any other Requirement or Requirements the court has decided you must do.

About the Supervision Requirement

A Supervision Requirement means you must meet regularly with someone from the Greater Manchester Probation Trust. They will work with you to identify the things in your life that need to change and then help you change them.

They might help you get started on a college course, or find somewhere to live, or manage your money, for example. They might also work with you to help you with any other Requirements in your Order. The aim is that you should complete your sentence and stop committing crimes.

The person responsible for your sentence (your 'responsible officer') will discuss the details of your Supervision 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
- talk to you about what you need help with
- make clear when they can help you with it
- make clear what you must do and how long you will need to do it for
- make clear what will happen if you do not attend appointments or if you do not do what your responsible officer asks you to do
- 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 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
- stick to any other rules you may be given as part of this Requirement
- tell your responsible officer 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
- let your responsible officer visit you at home if they need to, and
- stay out of trouble.

If you miss an appointment you should get in touch 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.