

Equal Opportunities

Derbyshire Probation Trust is committed to ensuring that it operates fairly and consistently and avoids discrimination on the grounds of race, nationality, ethnic origin, gender, age, disability, religion, sexual orientation or any other improper ground.

If you feel you have been discriminated against, please discuss this with a member of staff and this will be dealt with accordingly.

Dealing with Complaints

If you have a problem, please speak to a member of staff.

If you wish to take the matter further, please ask for the leaflet which tells you about our Complaints Procedure.

Your Views are Important

We are committed to continuous improvement in all areas of our work. Your views on how we might provide a better service are most welcome.

Contact:

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Amd March 2009

Derbyshire
Probation Trust



Your Guide to Pre Sentence Reports

Information for Offenders

Introduction

Probation Officers prepare Pre Sentence Reports to help the courts decide on the most suitable way of dealing with anyone charged/convicted of an offence.

What Happens Next?

After the Court has requested a Pre Sentence Report, unless an appointment has already been made for you at court, a Probation Officer will contact you to arrange a date and time for an interview. You must make this appointment a **high priority**.

If you are unable to attend for any reason, or do not hear from us within one week, it is most important that you contact your local Probation office as soon as possible to fix a convenient date and time.

What will the Report contain?

The Court want to know why you committed the offence and whether you understand the consequences of your actions, particularly concerning any victims, and what the likelihood is of you re-offending again. The Probation Officer will also ask you about your personal circumstances.

The Probation Officer will have the prosecution papers for your case. If there are other people involved, whose views are relevant, the officer may also contact them.

If you have previous convictions these will be known to the court and the Probation Officer will discuss them with you.

Making a Decision about your Punishment

The Pre Sentence Report will suggest a suitable course of action which may involve Probation supervision.

The Probation Officer will discuss the possible options with you.

Acceptable Behaviour

The Probation Service endeavours to treat everyone fairly, with respect and without discrimination. We ask for the same consideration from you. Language or behaviour which is offensive will not be tolerated. If someone upsets you while waiting or working in a Probation building, or as part of a work party, please tell a member of staff. Appropriate action will be taken.