

IF YOU ARE UNDER 18 YEARS OF AGE

As well as the above:

20. Your parents or guardians will be sent a letter telling them when you should come to the office for your first meeting. They will also be sent this leaflet.
21. Within the first 20 days of an Order being made your parents/guardians will be asked to meet your Probation Officer. This meeting can take place in the Probation Office or at your home.
22. Your Probation Officer should meet your parents/guardians at least once every six months unless this is seen to be unnecessary.
23. Parents/guardians will be told of important changes in your case and will be sent copies of any letters sent to you.
24. During the first three months you will meet the Alcohol and Drug Liaison Officer.

FURTHER INFORMATION ABOUT BEING ON PROBATION . . .

Our expectations of you are to treat all Probation staff and property with respect. We will not hesitate to report unruly behaviour to the Police.

You can expect your Probation Officer to make every effort to see you at the arranged time and to treat you with respect and dignity.

If you have a good reason to complain you should firstly write to the Assistant Chief Probation Officer at the address below.

And finally, by putting you on Probation the Court has decided to give you a chance. It is up to you to make the best of this opportunity.

Most people do!

PROBATION

What You Need To Know

Jersey Probation Service

PO Box 656, 1 Lemprière Street,
St Helier, Jersey JE4 8YT

Tel: 01534 441900

Fax: 01534 441944

Email: probation@gov.je

We can be found around the corner from the new
Magistrate's Court.

SERVING THE ORDER ON YOU

1. After the Court has placed you on Probation, someone from the Probation Service will explain the Order to you. As soon as the Order is available, you should check that the wording is right, that you understand it and then sign it.

FIRST MEETING

2. Your first meeting with a Probation Officer will need to take place within 7 working days of the Probation Order being made. The date and time will be sent to you by post at your address.
3. The Probation Officer will check that the Order is correct and that it has been read to you or by you, and will check that you understand it. During this first meeting it is important that you understand the limits of confidentiality and the Probation Officer's role.

HOW OFTEN WILL YOU NEED TO MEET?

4. You must report at least:
 - 10 times in the first three months
 - 6 times in the next three months
 - 1 time per month after that.You may be asked to come in more often.
5. You will be given and asked to sign a written note to tell you when you will next be seen.
6. Attending Probation programmes or meeting with any other Probation Worker will count as one of these meetings. Your Probation Officer will also see you at least once a month whilst you are on a programme.
7. You will be visited at home within the first three months of the Order. If your Officer decides that this is not necessary, the reason will be recorded in your file.
8. If a Probation Officer has not talked to you about reading, writing and number work this will be this will be done in the first month.

WHAT HAPPENS IF YOU MISS APPOINTMENTS?

9. One missed appointment without a very good reason may result in 'breach action'. This means that you may have to return to Court. It is very important that you contact your Probation Officer beforehand if you know you cannot keep an appointment, e.g. through illness or work duties. You may have to produce a sick note.

TRAVEL

10. You are expected to stay in the Island for the length of your Probation Order. If you want to travel away from Jersey for any reason, you must first get written permission from the Probation Service **BEFORE** your arrangements are made. **Please give at least three weeks notice.** Permission is not always given. The Customs and Excise Department and Police may be informed of your travel details.

RECORDING

11. The Probation Service keeps both written and computer records about your progress. Information from these records may be seen by the Court and may be used as evidence. You (or your parents/guardians if you are under 18) should apply in writing to the Chief Probation Officer who will consider your request if you wish to read your records. Sometimes records will be used for research purposes.

WORK PLANS

12. A work plan based on your Social Enquiry Report will be completed within 20 working days of the Probation Order being made and a new one written every three months. The work plan will look at ways of reducing your risk of getting into trouble again. You will be offered a copy of this work plan. This could mean completing one or more courses such as:
 - S.M.A.R.T. (Self Management And Rational Thinking)
 - A.S.G. (Alcohol Study Group)
 - A.C.T. (Aggression Control Training)

BREACH POLICY

13. You can be sent back to Court for not keeping your appointments. See paragraph 9. Other examples include:
 - a. Leaving Jersey without written permission from the Probation Service.
 - b. Poor behaviour.
 - c. Not letting us know if you have moved home or employment.
 - d. If you offend again. (Please inform your Probation Officer if you are arrested).
14. If you are being sent back to Court for any reason you will be told if you can continue on any Probation course you may be on. You must also continue to see a Probation Officer if asked to do so. If you are returned to Court the Probation Officer will write a report for the Court.
15. If you are on a Royal Court Probation Order and reoffend, the Magistrate's Court may sentence you for the new offence. You may also be expected to return to the Royal Court for them to consider the Order.
16. If you have to go back to Court, you should see a lawyer. The Probation Service will tell you how to do this.
17. If you are in breach of your Order and leave the Island, the Jersey Police may come and arrest you and bring you back to the Island. If this happens, you may be kept in prison until your Court date.
18. If you are in breach of your Order, the Court may end your Probation Order and re-sentence you for the original offences in another way.
19. Time spent on remand in custody before being put on Probation does not usually count against a prison sentence made for a breach of Probation.