

## What is a Probation Order?

A Probation Order is a disposal available to the Court under the Probation (Bailiwick of Guernsey) Law, 2018 and can last up to 3 years. You will be allocated a supervising officer by the Probation Service.

The Court will make you subject to a Probation Order when there is a need for rehabilitation and prevention of further offending and protection of the public. The goal is that you become crime-free therefore it is important to understand the reason for your offending in the first place. This starts from the first moment we come into contact with you. The first thing we do is assess your risk of reoffending and your specific rehabilitation needs based on known criminogenic factors (triggers that lead to offending). Your Probation Officer will assist you to understand and create choices, develop consequential thinking and personal responsibility, build confidence and maintain positive change.

Once the Court has made you the subject of a Probation Order, a Probation Officer will contact you to make an appointment, which will usually be held at the Probation Office.

## What you have to comply with

The Standard Conditions on a Probation Order are:

- Keep in contact with the supervising officer as instructed
  - This means that you must only be absent from appointments if you have an explanation acceptable to the supervising officer or permission from your supervisor to be absent

- And that you must behave in a reasonable orderly and decent manner whilst attending appointments with your supervising officer or whilst under the instruction of a supervising officer
- Notify the Probation Service of any change of address or working arrangement;
- Not do anything which would be likely to undermine the purpose of the Order, which is to secure your rehabilitation, prevent re-offending and protect the public

The Court can also add additional prohibitions or requirements such as seeing a drug or alcohol worker or undergoing a programme about your specific offending behaviour.

## Your First Meeting

At your first meeting the Probation Officer will go through the Order with you.

In this meeting your Probation Officer will explain their role and draw up a plan for your sessions together. This plan (Supervision Plan) will be reviewed with you every three months.

Your Probation Officer will discuss your privacy (confidentiality) and tell you that your privacy is limited. This means that if you report a new crime, or any intentions to harm another person or yourself, or give any information, regarding harm to a child, it may be passed onto the appropriate authority.

## How often will you be expected to meet with your Probation Officer?

Generally, for the first three months of your Order you will be seen weekly, then depending on your progress the number of visits will be reduced to once every two weeks, then after a further three months, once every three-four weeks. However, it is possible that you may be asked to report more than once a week.

Your appointment times will vary in length. We will always do our best to make appointment times that suit you, especially if you are in employment or have childcare responsibilities but you may still be expected to attend during working hours if necessary.

## What will happen in your Supervision Sessions?

During your sessions, you will be asked to consider your offence, the circumstances and behaviours which lead to your offence, your victims and you might be asked how you could make reparation (repair harm that has been caused) to the victims and community. You will be expected to focus on changing your behaviour to avoid future offending. This work could involve homework, offending behaviour programmes and will be conducted on a 1:1 basis, or sometimes in a group. The sessions with your Probation Officer should always be relevant to reducing the likelihood of further offending. To achieve this, it is most likely that you would have discussed the focus of your supervision at the pre-sentence stage as a Probation Officer would have prepared a Social Enquiry report on you.

## What happens if you miss an appointment?

If you miss an appointment without good reason you may be taken back to Court (breached). If it is decided not to return you to Court you could receive a formal warning. It is unlikely that a second formal warning will be sent.

It is important that you keep your Probation Officer informed if you think you will have difficulty attending an appointment.

### Recording Information

The Probation Service keeps computer and paper records concerning you. This is so that a record is kept about what is discussed in Supervision sessions and any failures to comply with supervision.

You can ask your Probation Officer if you want to see your record. You will be able to see information concerning you but you will not be able to see information concerning third parties e.g. victims.

Most Probation records are destroyed after five years after your last contact with the Service.

### Returning to Court

If you are sent back to Court for any failure to comply with the Probation Order or other reason, you will continue with your supervision sessions until you appear in Court, unless you are in custody. Your Probation Officer will have to write a report for the Court concerning your behaviour whilst on your Probation Order.

If you are found by the Court to be in breach of your Order the Court may end your Probation Order and sentence you for the original offences in another way.

**Our expectations of you...** are to treat all Probation Staff and property with respect.

**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.

**You have the right to complain...** you should firstly discuss your complaint with your Probation Officer/Senior Probation Officer or write to the Chief Probation Officer at the address on this leaflet.

### States of Guernsey – Customer Charter

The Probation Service is committed to the States of Guernsey Customer Charter. This means we strive to deliver services which are:

**Courteous and fair**

**Timely and efficient**

**Accessible and provide choice**

**Accurate and relevant**

**Provide the opportunity to give feedback and be heard**

For further information please visit:  
[www.gov.gg/customercharter](http://www.gov.gg/customercharter)

The Probation Service complies with the principles of The Data Protection (Bailiwick of Guernsey) Law, 2017. For full details please see our Fair Processing Notice on the Probation Service section on the States of Guernsey website at [gov.gg](http://gov.gg) or contact the Probation Service reception, where you will also find details of your rights as a data subject.

**\*This leaflet is available in larger print on request\***



States of Guernsey  
Probation Service

# PROBATION ORDER

## Information about your Probation Order

Guernsey Probation Service  
Guernsey Information Centre  
North Plantation  
St Peter Port  
Guernsey  
GY1 2LQ

Tel: (01481) 224337  
Email: [probation@gov.gg](mailto:probation@gov.gg)