

Your Right to Complain

If you are unhappy about the way your order is being supervised you can speak to a Senior Social Worker about the problem. You also have the right to complain using the steps outlined in the complaints leaflet 'Your Right To Be Heard'. This leaflet is available at reception

Comments about the Service

If you would like to make a comment on how we can improve our service, please call into (or telephone) the office and ask to speak to a Senior Social Worker or Manager.

Criminal Justice Service

Friarfield House, Barrack Street
Dundee DD1 1PQ Tel: 01382 435000

If you have difficulty understanding English, please contact the address below:

ਜੇ ਤੁਹਾਨੂੰ ਅੰਗ੍ਰੇਜ਼ੀ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਹੁੰਦੀ ਹੈ ਤਾਂ ਮਿਹਰਬਾਨੀ
ਕਰਕੇ ਹੇਠਾਂ ਦਿੱਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ:

如果你不諳熟英語，需要翻譯
服務，請聯絡下列地址：

ইংরেজি বুঝতে অসুবিধা হলে অনুগ্রহ করে নিচের ঠিকানায়
যোগাযোগ করুন।

اگر آپ کو انگریزی پڑھنے میں مشکل پیش آتی تو مجھے درج ذیل پتے پر رابطہ قائم کیجئے

Dundee Translation Unit, Dundee City Council,
Central Library, Wellgate Centre,
Dundee DD1 1DB, Tel. 01382 431563.

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Criminal Justice Social Work



INVESTOR IN PEOPLE

Working to Reduce Offending

What is Probation?

Probation is an Order of the Court. The aim is to prevent you offending by working to change unacceptable behaviour. Probation Orders can last from 6 months to three years.

What Happens on Probation?

If you are placed on a Probation Order you must report to the duty worker at Friarfield House straight after your Court appearance.

You will be then be instructed to attend regular appointments with your Social Worker. Whenever possible, these appointments will be agreed with you and will include two planned home visits within the first three months of the Probation Order.

Your Probation Order will be reviewed every three months to check that progress is being made and to identify any worries or concerns. The review will also agree the work to be done in the next stage of the Probation Order. During the review you will be asked about your thoughts on probation and the progress you have made.

For all Probation Orders you must:

- Be of good behaviour, and avoid further offending.
- Follow the directions of your Supervising Officer, for example, attend appointments as instructed.
- Tell the Supervising Officer if you change your address or job.

In some cases the Court may include other conditions to Probation, for example, as part of Probation you may be instructed to:

- Perform a number of hours of unpaid work (normal attendance is one day a week).
- Attend appointments for alcohol or drug counselling.
- Attend programmes or groups for particular offences.
- Live in a particular place.

Breaching Probation

If you do not attend appointments as instructed, or behave in an unacceptable way, you will be given a formal warning. If you miss a second appointment you will be given a final warning and if you miss a third appointment the Supervising Officer will tell the Court and your Order will be breached.

However, it is open to your Supervising Officer to breach your order on one absence or incident in some circumstances.

The only acceptable reasons for missing appointments are:

- If you provide your Supervising Officer with a doctor's medical certificate to cover the appointment you missed.
- If you have talked to your Supervising Officer and explained why you cannot attend an appointment and your Supervising Officer has agreed to this.
- If something unexpected happens relating to your job or home life and your supervising officer agrees this is acceptable.

If you breach your Order you will be instructed by the Court to appear and you may be sentenced for the original offence. Sometimes, the Probation Order may be allowed to continue.

You must notify your Supervising Officer of all Court appearances. If you are convicted for a further offence, committed while you are on Probation, your Order will be breached and your Supervising Officer must tell the Court.