

If you are dissatisfied with the service you receive

If for any reason you feel you have not received a satisfactory service please talk to the member of staff involved or contact his or her Manager. If you do not wish to do this for any reason or having done it, you are still dissatisfied, please notify:

The Complaints Officer,
 PBNI Headquarters,
 80-90 North Street, Belfast,
 BT1 1LD.
T. 028 9026 2400

The Complaints Officer will acknowledge your complaint within five working days and have the complaint fully investigated.

If you don't want to use the above procedures you can seek advice from anyone of your choice.

Probation Board for Northern Ireland Field Teams Telephone Numbers

Field Teams	Telephone Numbers
Assessment Unit	028 90262400
Specialist Teams	
Alderwood House	028 90644953
Programme Delivery Unit	028 90333332
IMPACT	028 90627321
Laganside Courthouse	028 90240879
Victims Unit	028 90321972
Youth Court	028 90231862
Learning & Development Centre	028 94480140
PIMS Team	028 94480150
Youth Justice Unit	028 90313162
SENDA	028 90647156
Belfast Offices	
Shankill Road	028 90320589
Andersonstown Road	028 90602988
Antrim Road	028 90757631
Shankill Team	028 90321141
Falls Road	028 90231763
Newtownards Road	028 90739445
Ormeau Road	028 90313162
Outer Offices	
Antrim	028 94428475
Armagh	028 37525243
Ballymena	028 25652549
Banbridge	028 40624228
Carrickfergus	028 93362088
Coleraine	028 70353141
Downpatrick	028 44614061
Dungannon	028 87722866
Enniskillen	028 66243883
Glenormley	028 90343993
Larne	028 28279231
Limavady	028 77722717
Lisburn	028 92674211
Crawford Square, Londonderry	028 71264774
Limavady Road, Londonderry	028 71346701
Lurgan	028 38322807
Magherafelt	028 79633341
Newry	028 30263955
Newtownards	028 91817778
Omagh	028 82246051
Portadown	028 38333301
Strabane	028 71382673
Prison Teams	
Maghaberry	028 92612665
Magilligan	028 77750434
Hydebank	028 90491015

Probation Board for Northern Ireland

PBNI Headquarters
 80/90 North Street
 Belfast
BT1 1LD
T. 028 9026 2400
F. 028 9026 2436
E. info@pbni.org.uk
Web. www.pbni.org.uk



INVESTOR IN PEOPLE



© PBNI June 2007



Pre-Sentence Report for the Court

This leaflet explains what a Pre-Sentence Report is, how it is prepared for Court and what to do if you are dissatisfied with the service you receive.



The aim of the Board is to help prevent crime and the harm it does. Please keep this leaflet for information and reference purposes. This leaflet may be produced in different formats on request.

What is a Pre-Sentence Report?

The Court needs to have information about you to assist in making a decision on the most suitable sentence.

A Pre-Sentence Report (PSR) is a written report which is prepared by a Probation Officer for your next Court hearing.

You will see a copy of the report when it is completed. If you feel that anything in the report is not correct, either you or your solicitor will be able to say so to the Court.

How is the PSR prepared?

You will normally have two interviews with a Probation Officer, one at the local Probation Office and one at your home.

If you are a young person under 18 your parents/guardians will also be involved.

We will normally arrange a first appointment with you at Court. If not, you will be contacted within five days.

If you cannot keep the given date, you must tell us without delay.

It is your responsibility to keep your appointments with your Probation Officer so as to ensure a PSR is available to the Court.

If a PSR is not available due to your failure to keep appointments this will be reported to the Court.

What the Court wants to know

Your Probation Officer will talk to you about your personal circumstances and opinions. We will ask you to identify other people who will know about your circumstances. We will tell you who we intend to talk to.

If you have any previous convictions the Probation Officer will discuss your involvement in these offences. Details of your current offence and your attitude towards the victim concerned will also be discussed with you.

The Probation Officer will talk to you about possible sentences the Court may consider. Any sentence that would place you under the supervision of the Probation Board will be discussed in detail with you.

It is important to understand that the Court decides what the sentence will be.

Who sees the PSR?

On the day of Court the Judge or Magistrate will consider the PSR and may provide a copy to your solicitor and the prosecution.

If you go to a hostel, Juvenile Justice Centre, prison or Young Offenders Centre, a copy of the PSR will be sent to the person in charge.

The Judge or Magistrate, the prosecution and your solicitor may ask questions or make comment on the report in Court.

If you are placed under the supervision of the Probation Board a copy of the PSR will be sent to your supervising Probation Officer.

Victim Information Scheme

Victim awareness is a key part of the programmes which offenders complete to help them stay out of trouble.

The PBNJ Victim Information Scheme became operational in October 2005. It provides victims with information about what it means when an offender is sentenced to an order which requires supervision by the Probation Board.

Generalised information is given to those victims who opt into this scheme. For example, this would include the length of the order and any additional requirements which were made. No personalised information on offenders is provided.