Your Information Rights

The law requires us to hold your information. This may include details of the offence(s) you have been charged with, your personal circumstances, next of kin and risk management plan. We will not share your information outside of Probation unless you agree; or the law requires us to do so; or the law allows it and we believe it is important to do so.

You have a right to access your information, amend your personal information if it is incorrect, request that we cease to process your information in some limited circumstances and that we destroy your information in line with our Retention and Disposal Schedule.

Further details on how we process your information, can be found in the **"Privacy Notice for those having Pre-Sentence Reports (Magistrates Court Report or Crown Court Report) compiled"** leaflet. Your probation officer will provide you with this leaflet on request.

Retaining & Holding Your Information

We will only retain your information for as long as necessary and for the purposes we have described. Your Information will be held in accordance with our Retention and Disposal Schedule which is available on our website at **www.pbni.org.uk.**

If you are dissatisfied with the service you receive

If for any reason you are not happy with the service you have received, please talk to the member of staff involved or contact their Manager or you can contact:

The Complaints Officer
PBNI Headquarters
80-90 North Street
Belfast BT1 1LD

028 9052 2522

complaints@probation-ni.gov.uk

The Complaints Officer will acknowledge your complaint within five working days and it will be investigated in accordance with Probation's Complaints Policy and Procedures. If you need assistance please contact the Complaints Co-Ordinator at 028 9052 2522. Please keep this leaflet for information and reference purposes. This leaflet may be produced in different formats on request.

Contact

PBNI HQ
80-90 North Street
Belfast BT1 1LD

028 9052 2522

info@probation-ni.gov.uk

www.pbni.org.uk

@PBNINews

If you have hearing difficulties, you can call us through Relay UK. Find out how at **Relayuk.bt.com**

Your local office details are:

PBNI Probation Board for Northern Ireland

Pre-Sentence Report for Court

This leaflet will explain to you what a Pre-Sentence Report is, how the report is written and why it is needed.

What is a Pre-Sentence Report?

If you have been convicted of an offence at court, a Probation Officer will write information about you in a report for the Court. This report is called a Pre-Sentence Report or a PSR. The report is used to assist the Court in deciding what the sentence will be in your case. The contents of the report will normally be shared with you to check its factual accuracy.

How is the Pre-Sentence Report written?

You will have at least one interview with a Probation Officer, and a visit to your home may be carried out. The interview will take place in a Probation Office or if you are in custody, it will take place by videolink. Other arrangements for the interview can be arranged if required.
A Probation Officer will arrange a time to interview you. If you are under 18 years old your parents or guardians will be with you. You must let us know if you cannot make it to the interview by telephoning us in advance. It is important you attend on time, if you don't attend, the Probation Officer will have to inform the Court and a report cannot be written.

During your first meeting with the probation officer, an equality monitoring form will be completed.

What is involved?

A Pre-Sentence Report will be written about you by a Probation Officer. Your Probation Officer will meet with you and you should be open and honest in your discussions. The Judge will want to know as much as possible about you and your situation.



The Court will also want to know:

- How you feel about what you did, how you feel about the victims of your offence(s) and what you think you need to do to repair the harm caused by your offending.
- Other offences for which you have been convicted.
- What the Probation Officer's assessment is regarding the risk of you offending in the future.

To get all of the information for the report the Probation Officer may have to talk to other people who know you. They will tell you who they will need to talk to and get your permission to contact them. This might include members of your family, your GP or another organisations that you are working with such as addiction services.

What is expected of you?

We will treat you with respect and courtesy and will expect the same from you.

The Pre-sentence report is important and we expect you to attend for interview without being under the influence of alcohol or drugs.

We expect you to behave respectfully to Probation staff and other people using our offices. If you behave in a way that is verbally or physically aggressive we will ask you to leave and we may not be able to write your report.

Who sees the PSR?

A number of people will read your Pre-Sentence Report. This is to make sure everyone involved has the information they need.



What will be the outcome?

The Judge will be given the Pre-Sentence Report from Probation, along with reports from other individuals or organisations, in order to decide the sentence you will be given. If you are given a community sentence, your sentence will be supervised by a Probation Officer. More information about your sentence will be given to you by your Probation Officer if you receive a community sentence.

