

Violence and aggression will not be tolerated



Acts of violence, physical aggression, threats and verbal abuse against our staff or anyone using our buildings are completely unacceptable and the assistance of the PSNI may be sought and legal action pursued. We reserve the right not to interview any person we believe to be behaving in an unacceptable way or whom we believe is under the influence of alcohol or illicit drugs. We work hard to provide you with an excellent service, and deserve to be treated, as we treat you, with respect and courtesy.

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 if having done so, you are still dissatisfied, please notify:

The Complaints Officer

PBNI Headquarters
80-90 North Street
Belfast BT1 1LD

Telephone: 028 9052 2522

Email: 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 2661.

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 St
Belfast BT1 1LD

Phone: 028 9052 2522

Email: info@probation-ni.gov.uk

Web: www.pbni.org.uk

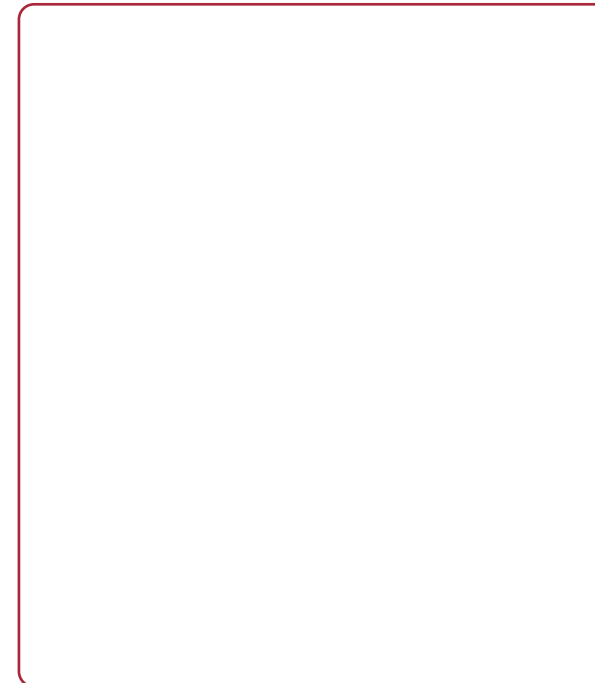
Twitter: @PBNINews

Deaf or Hard of Hearing?

You can call us through Relay UK.

Go to Relayuk.bt.com

Your local office details are:



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Pre-Sentence Report for Court

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



PBNI Probation Board
for Northern Ireland



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for Northern Ireland

Changing Lives for Safer Communities

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 sentencing decision 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 office based interview with a Probation Officer, and a visit to your home may be carried out. 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 tell the Probation Officer if you cannot make it to the interview by telephoning them or their office. It is up to you to make sure you can go to the interview so that the report can be written for the Court in time. The Probation Officer will have to tell the Court if you do not turn up for an interview and a report cannot be written.

What does the Court want to know?



The Court wants to know about:

- Your personal circumstances, for example, your family, any addictions or difficulties you have.
- What you think about what you did and what you think about the victims of your offence(s).
- Other offences for which you have been convicted.
- What the Probation Officer's assessment is regarding your future behaviour.

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. The Probation Officer will also talk with you about some of the sentences the Court could choose to impose and what these would mean. The Court will decide what the sentence will be.

What is expected of you?



We will treat you with respect and courtesy and will expect the same from you. We will not interview anyone who we believe to be behaving in an unacceptable way, or whom we believe is under the influence of alcohol or drugs.

Who sees the PSR?



- You
- Your Probation Officer
- Your solicitor
- The prosecution lawyers
- The Sentencing Judge
- If you go to prison or Juvenile Justice Centre the people involved in your case there.
- The victim in your case may get information about your sentence only, NOT any personal information about you.

Your Information Rights



Probation will hold information about you in both paper and electronic format. This may include details of the offence(s) with which you have been charged, your personal circumstances, next of kin and risk management plan.

Your information may be shared with a number of organisations and individuals relating to your offence. This can include your solicitor, Court Service, Public Prosecution Service, Prison Service, Department of Justice, Social Services, Health Trusts, etc.

We will not share your information outside 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.

So long as it does not obstruct a criminal process, investigation or sentence, or cause a public threat or danger, you have a right to access your information, amend your personal information if it is incorrect, to request that we halt your information being processed and that we destroy your information in line with our Retention and Disposal Schedule.

For more details on how we process your information, ask your Probation Officer for a "Privacy Notice for those having Pre-Sentence Reports (Magistrates Court Report or Crown Court Report) compiled" leaflet.

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.gov.uk.