



Less re-offending, fewer victims

Thames Valley Probation

Probation Bench Guide 2011/12

**A guide to community sentencing options
offered by Thames Valley Probation to
Judges and Magistrates in the Thames Valley**

Version 4, updated December 2011

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About this guide

This guide is designed to give magistrates summary information about the services offered by Thames Valley Probation (TVP), in relation to the sentences available under the Criminal Justice Act 2003. It does not, however, cover provision for the under 18s.

This guide does not purport to be an authoritative guide to the law but represents the views of Thames Valley Probation. It does not seek to replace detailed guidance from the Sentencing Council (SC) and your legal adviser.

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- Public Protection Programmes (TV-SOGP and CDVP)
- Specified Activity Requirements (Adapt, Back on Track, COVAID, ETE, Restorative Justice, Right with Money, Thinking Ahead 4 Women, Working with Men who Maintain their Innocence)

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Pre-Sentence Reports

Contents:

To provide information to the sentencing court about the offender, the offence committed and to assist the court in its decision on a suitable community-based or custodial sentence. A Pre-Sentence Report (PSR) is required in every case unless the court is of the opinion that it is unnecessary.

Type of Report

All types of reports are now known as Pre-Sentence Reports (PSRs). A Probation Instruction, issued in April 2011, asks for names previously assigned to types of PSRs (SDRs, FDRs and Oral) to be replaced by the generic term Pre-Sentence Report. This is because all report formats are of equal status and probation trusts will determine which is the most appropriate and efficient report format for aiding sentencing decisions. This decision is to be taken based on the purpose of the report and the information needs of the court, without undermining judges' or magistrates' independence.

The Probation Instruction also determines that public protection remains paramount and that courts must be given the information needed to make a sentencing decision in the speediest way, to avoid unnecessary and lengthy adjournments. These principles were agreed by the National Sentencer Probation Forum.

Oral Pre-Sentence Reports (formerly Oral Reports):

Oral advice can be provided instead of a written PSR. This is a useful option where the court requires only a limited amount of information or where more detailed, specific sentence enquiries can be answered in a longer oral report to avoid unnecessary adjournments.

Pre-Sentence Reports - short format (formerly FDRs):

- Normally to be completed on the same day or the next working day. TVP will not usually do a full OASys (Offender Assessment System) assessment.
- Normally suitable for low seriousness cases and a significant amount of medium seriousness cases, where the court has indicated that it is considering passing a Community Order and requires a PSR.
- Sometimes suitable for straightforward custodial cases that do not require extensive information and analysis (longer Oral PSRs can also be used for this option).

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Pre-Sentence Reports

Pre-Sentence Reports - full format (formerly SDRs):

- For completion after an adjournment and based on a full OASys assessment
- Normally suitable for high seriousness cases and some medium seriousness cases, where the court has indicated that it is considering passing a Community Order and requires a PSR
- Normally suitable where a custodial sentence is being considered by the court.

When is a PSR not required?

The Sentencing Council makes clear that there will be times when a PSR is unnecessary. This could be considered in low seriousness Community Order cases where the sentencer is minded to impose a single Requirement and where the sentence will not require the involvement of the probation service. A PSR would also be unnecessary in cases where the sentencer is minded to impose a fine only.

When ordering a PSR

Where the court is minded to impose a community sentence it is expected that the court will indicate the seriousness of the offence and the purpose of sentencing that the order is required to fulfil. This enables the report writer to focus the report and the recommendation on the court's view of the case.



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The Community Order and its Requirements

What is a Community Order?

Under the Criminal Justice Act 2003, all community sentences were replaced by a single Community Order with a range of 12 possible Requirements. Courts are able to choose different Requirements to make up a bespoke Community Order.

How does it work?

It applies to offences committed on or after 4 April 2005. Offences committed before 4 April will be sentenced under the old legislation. Each order must contain at least one of the 12 Requirements. The order can run for up to three years. There is no minimum duration, but some of the Requirements have a minimum number of hours that must be imposed.

Deciding on the Requirements:

Requirements may be combined subject to:

- Being compatible
- Suitability for the offender
- The offender's religious beliefs or times of work and education not being compromised
- The overall restriction on liberty or punitive content being commensurate with the seriousness of the offending (that is, the seriousness of the current offence(s) and any recent and relevant previous convictions).

Advice on suitable combinations of Requirements and the availability of electronic monitoring to secure compliance will be provided by TVP. The sentencing proposal will reflect the court's initial indication as to low, medium or high seriousness.

The Sentencing Council will indicate the number and type of Requirements that may be appropriate for different seriousness levels. For low seriousness cases it says that "*in most cases only one Requirement will be appropriate and the length may be curtailed if additional Requirements are necessary*".

The following descriptions of the 12 Requirements include suggestions for duration at the different seriousness levels. This is TVP's interpretation of what could be included and is based, where available, on Sentencing Council guidelines. The descriptions also include suggested main purposes. Courts will, of course, wish to make their own judgment on a case-by-case basis.

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The Community Order and its Requirements

It is expected that a court will indicate its initial purpose of sentencing from the statutory list below, which the TVP proposal will also reflect:

- The punishment of offenders
- The reduction of crime (including its reduction by deterrence)
- The reform and rehabilitation of offenders
- The protection of the public
- The making of reparation by offenders to persons affected by their offence

Breach of a Community Order

Following a breach of a Community Order the court must either:

- Amend the order to make it more onerous, for example by adding a Requirement or by extending the duration of an existing Requirement (but not beyond the limits that apply to that Requirement nor beyond the three-year limit of a Community Order);
- Revoke the order and re-sentence the offender as if he had just been convicted; if the original offence was not punishable with imprisonment but the offender has wilfully and persistently failed to comply with the order, revoke the order and sentence the offender to a custodial sentence of up to 51 weeks.

Where the order was made by the Crown Court (and that court directed that failures to comply should be dealt with by the Magistrates' Court), the Magistrates' Court dealing with the breach may instead remand the offender in custody or release him/her on bail to appear before the Crown Court

The court **cannot**:

- take no action
- issue a warning
- impose a fine and allow the order to continue unamended.



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Alcohol Treatment Requirement

Main Purpose: Rehabilitation

What is it?

A Requirement of at least six months during which the offender is required to attend treatment (residential or non-residential) with a view to reducing or eliminating dependency on alcohol. A qualified or experienced person to deliver treatment must be specified.

Usefully combined with:

A *Supervision Requirement* may be appropriate, depending on the seriousness of the offence(s). If necessary the use of a *Specified Activity Requirement* or a *Curfew Requirement* may also be used to supplement substance misuse treatment.

Further information required?

The court must be satisfied that:

- The offender is dependent on alcohol, and requires and may be susceptible to treatment
- The offender is willing to comply
- Treatment can be arranged

Seriousness levels

Low – 6 months

Medium – 6 to 12 months

High – 12 to 36 months

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Attendance Centre Requirement

Main Purpose: Punishment

What is it?

The offender must attend the senior attendance centre for between 12 and 36 hours, with a maximum of three hours per attendance and one attendance per day. Available on Saturdays for 16-24 year olds only*. The primary aim is punishment but there may be secondary benefits through programmes offered which address individuals' offending related needs

Usefully combined with:

This will be recommended as a **stand-alone** punishment for low seriousness offences. The court may want to use this disposal for fine defaulters or as an alternative to a stand-alone *Unpaid Work Requirement* or for those not eligible for a *Curfew Requirement*.

Further information required?

- The court must be satisfied a centre is available and accessible to the offender (within 90 minutes' travel one way).
- The Officer in Charge of the Senior Attendance Centre is authorised to reimburse travel tickets providing it is a genuine financial need, irrespective of single or multiple orders. OICs are not in a position to advance money and do not have access to rail warrants.
- This Requirement **cannot** be offered in conjunction with a *Drug Rehabilitation Requirement* or an *Unpaid Work Requirement*
- Recommendation will be subject to an offender's suitability assessment, carried out by probation
- This Requirement can be proposed through any kind of Pre-Sentence Report

Seriousness levels

Use the full range of hours (12 to 36) to reflect seriousness and restriction of liberty required.

**Attendance Centres are run by NOMS (the National Offender Management Service) on Thames Valley Probation's behalf. NOMS run both senior (adult) and junior (juvenile) attendance centres throughout England and Wales but Thames Valley Probation only offers two senior attendance centres – Thames Valley North (Bicester) and Thames Valley South (Reading).*



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Curfew Requirement

Main Purpose: Punishment and Public Protection

What is it?

The offender must remain at a specified place for certain periods (between two and 12 hours in any one day) and limited to up to six months of the order being made. The curfew can be at different places and/or different periods on different days. The court must impose electronic monitoring unless it is not available, the necessary consent has not been given, or the court considers it inappropriate.

Usefully combined with:

A *Supervision Requirement* where the seriousness of the offence(s) requires additional Requirement (s). Can also be used as a stand-alone.

Further information required?

The court must obtain and consider information about the place of curfew, including information about the attitude of persons likely to be affected by the enforced presence of the offender.

Seriousness levels

Low – a few weeks

Medium – 2 to 3 months

High – 4 to 6 months

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Drug Rehabilitation Requirement

Main Purpose: Rehabilitation

What is it?

A Requirement of at least six months to have treatment to reduce or eliminate dependency on or propensity to misuse drugs, and to be regularly tested for drug use. Progress reviews by the court at intervals of not less than one month are optional for Requirements of up to 12 months and are mandatory over 12 months.

Usefully combined with:

A *Supervision Requirement* may be appropriate, depending on the seriousness of the offence(s). If necessary the use of a *Specified Activity Requirement* or a *Curfew Requirement* may also be used to supplement substance misuse treatment.

Further information required?

Cannot be imposed unless Thames Valley Probation has recommended it as suitable for the offender and the offender is willing to comply. The court must also be satisfied that:

- The offender is dependent on, or has a propensity to misuse drugs, and this requires and is susceptible to treatment
- Treatment can be arranged

Seriousness levels

Low – 6 months

Medium – 6 to 12 months

High – 12 to 36 months



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Exclusion Requirement

Main Purpose: Punishment and Public Protection

What is it?

The offender may not enter a specified place or places for a period of up to two years. The exclusion can be limited to particular periods specified and at different places for different periods or days. The court must impose electronic monitoring unless it is not available, the necessary consent for the monitoring has not been given, or the court considers it inappropriate.

Further information required?

Please check with Thames Valley Probation whether this Requirement and electronic monitoring are available in your area.

Seriousness levels

Low – a few months

Medium – about 6 months

High – about 12 months

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Mental Health Treatment Requirement

Main Purpose: Rehabilitation

What is it?

The offender is required to undergo treatment by or under the direction of a medical practitioner and/or chartered psychologist with a view to the improvement of the offender's mental condition.

Usefully combined with:

A *Supervision Requirement* may be appropriate, except where treatment is residential. The PSR will offer guidance.

Further information required?

The court must be satisfied that:

- On the evidence of a registered medical practitioner, the mental condition of the offender is such as requires and may be susceptible to treatment, but does not warrant the making of a Hospital or Guardianship Order
- The offender is willing to comply
- Treatment can be arranged and a provider is named to deliver it.

Seriousness levels

Low – 6 months

Medium – High (6 to 36 months)



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Programme Requirement

Main Purpose: Rehabilitation

What is it?

A groupwork programme accredited by the Correctional Services Accreditation Panel and designed to address attitudes and behaviour that contribute to offending. Programmes available in Thames Valley fall into three categories and two teams:

- Sex offending – part of Public Protection Programmes
- Domestic violence – part of Public Protection Programmes
- General offending – part of Central Interventions Programmes

See Section 4 for more details of programmes available in Thames Valley.

Usefully combined with:

A *Supervision Requirement* **must** accompany a *Programme Requirement* to reduce the likelihood of re-offending and reinforce learning.

Further information required?

The court cannot include a programme in an order unless Thames Valley Probation has recommended it as suitable for the offender and available. The specific programme should be named at the point of sentence.

Seriousness levels

Medium – High

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Prohibited Activity Requirement

Main Purpose: Punishment and Public Protection

What is it?

The offender must refrain from participating in activities on a particular day or days or during a period of up to three years. Examples include prohibition from: entering any licensed premises; attending any football match; communicating with any minor without the approval of the responsible officer.

Further information required?

The court must consult Thames Valley Probation before including such a Requirement in an order.

Seriousness levels

Low – Medium – High (up to 3 years)



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Residence Requirement

Main Purpose: Rehabilitation and Public Protection

What is it?

The offender must reside at the place specified, either an approved premises (probation hostel) or other specified address.

Usefully combined with:

A *Supervision Requirement* may be recommended if additional support and contact is needed after moving to next-stage accommodation. Residence at an approved premises automatically includes a supervised curfew.

Further information required?

Residence in an approved premises or institution must be proposed by Thames Valley Probation. The court must consider the home surroundings of the offender.

Seriousness levels

Medium – High (up to 36 months)

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Specified Activity Requirement

Main Purpose: Rehabilitation and Reparation

What is it?

A short focused intervention designed to address specific issues related to offending. Thames Valley Probation offers a range of specified activities to be responsive to individuals' criminogenic needs. These range from improving employability to reparation and victim empathy towards those specifically affected by offending. All include short interventions to overcome other obstacles to an offending-free lifestyle.

See Section 4 for more details of Specified Activity Requirements available from Thames Valley Probation.

Usefully combined with:

A *Supervision Requirement* **must** accompany a *Specified Activity Requirement* to reduce the likelihood of re-offending and reinforce learning. An *Unpaid Work Requirement* may also be recommended for medium or high seriousness cases where additional punishment is considered appropriate.

Further information required?

The court must be satisfied that compliance is feasible. A *Specified Activity Requirement* cannot be made without the consent of any person whose co-operation is necessary for compliance. The consent of the offender is not necessary.

Seriousness levels

Each Specified Activity Requirement offered by Thames Valley Probation is designed to last up to a specific number of days. See Section Three for more details on each individual activity offered.



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Supervision Requirement

Main Purpose: Rehabilitation

What is it?

Requires the offender to attend regular appointments with the responsible officer or another person determined by the officer to promote rehabilitation. During the period of supervision, Thames Valley Probation will undertake work with the offender to change attitudes and behaviour, for example:

- Monitor and review patterns of behaviour
- Increase motivation
- Provide practical support to increase compliance with other Requirements
- Support and reinforce learning
- Deliver pre and post work for accredited programmes
- Attendance at a Supervision Centre

Usefully combined with:

A *Programme Requirement* and any of the three *Treatment Requirements* (alcohol, drug and mental health) may also be appropriate to provide initial motivational work and support. A *Specified Activity Requirement* may also be used to appropriately support a *Supervision Requirement*

Further information required?

No specific information is required.

Seriousness levels

Low – 6 months

Medium – 6 to 12 months

High – 12 to 36 months

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Unpaid Work Requirement

Main Purpose: Punishment, Reparation, Rehabilitation

What is it?

It is a requirement on the offender to work unpaid for a total number of hours as specified by the court. The number of hours must be specified between 40 and 300 and should normally be completed within 12 months*.

**NB: Thames Valley Probation recommends that a high number of hours is restricted to a single Unpaid Work Requirement within a Community Order.*

Usefully combined with:

An *Unpaid Work Requirement* can be used as a stand-alone or as the punishment element to a more onerous Community Order, depending on the seriousness of the offence.

Other suitable Requirements that are most often teamed with the *Unpaid Work Requirement* include a *Supervision Requirement*, *Programme Requirement*, *Curfew Requirement* or *Specified Activity Requirement*.

Further information required?

The court must be satisfied that the offender is suitable to perform work.

Seriousness levels

Low – 40 to 80 hours

Medium – 80 to 150 hours

High – 150 to 300 hours.



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Suspended Sentence Order

Main Purpose: Rehabilitation and Reparation

What is it?

A sentence of less than 12 months' custody suspended for between six months and two years. During the period of suspension the court sets community Requirements from the same 12 options available for the Community Order.

Owing to the clear deterrent threat involved in a suspended sentence, Requirements imposed as part of that sentence are generally less onerous than those imposed as part of a community sentence. Sentencing Council guidelines state: *"A court wishing to impose onerous or intensive Requirements on an offender should reconsider its decision to suspend sentence and consider whether a community sentence might be more appropriate"*.

How does it work?

A breach would result in a return to court for all or part of the original custodial sentence to be imposed or, in some cases, the Suspended Sentence Order to be continued but the Requirements made more onerous.

The Sentencing Council's guidelines state that *"the presumption is that the suspended prison sentence will be activated (either with its original custodial term or a lesser term) unless the court takes the view that this would, in all circumstances, be unjust. In reaching that decision, the court may take into account both the extent to which the offender has complied with the Requirements and the facts of (any) new offence."*

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Section Three

This section contains information on the following:

Offending Behaviour Programmes (available as a *Programme Requirement*):

- Public Protection Programmes
- General Programmes

Specified Activities (available as a *Specified Activity Requirement*). Please note that some of the Specified Activity Requirements in this guide are not be available across the Thames Valley. Probation staff in court can offer more guidance

Public Protection Programmes

Community Domestic Violence Programme

The programme includes work with known victims and inter-agency risk management.

Programme aims:

- To reduce the risk of violent crime and abusive behaviour towards women in relationships by helping perpetrators change their attitudes and behaviour
- To reduce the risk of all violent and abusive behaviour in the family
- To increase the offender's ability to change abusive beliefs and empathise with victim(s)
- To give offenders a greater sense of personal responsibility for their violence
- To help offenders accept that they exercise choice in the way they behave
- To increase the offender's ability to identify high-risk situations and to effectively manage these in the future

Who is suitable?

Male offenders who:

- have committed domestic abuse in a heterosexual relationship
- have been assessed as a medium to high risk for relationship violence as indicated by severity and/or pattern of abuse
- have committed at least one act of violence against an intimate partner
- have basic literacy, language competency and comprehension skills
- are willing to sign a consent form which will include the sharing of relevant information with the offender's spouse/partner
- are assessed as suitable in a PSR

(continued overleaf...)



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Public Protection Programmes Community Domestic Violence Programme

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Who is not suitable?

- Female offenders
- Offenders in same sex relationships
- Offenders with severe mental health issues
- Offenders who are judged unable to meet the learning outcomes because of, for example, severe drug dependency

The programme involves:

- Contact with the victim and current partner by a women's safety worker
- Risk management through continual assessment and information sharing with other agencies including the police
- Groupwork sessions plus:
 - at least nine individual sessions with the offender, before during and after the groupwork
 - 26 groupwork sessions of two hours. This is sequential and is usually delivered twice a week but can be delivered up to three times per week.
 - At least four relapse prevention sessions.

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Public Protection Programmes

Thames Valley Sex Offenders Groupwork Programme

Programme aims:

To reduce the risk of future sexual offending by adult male sex offenders

Who is suitable?

Male sex offenders who:

- are convicted of any sexual offence or sexually-motivated offence, including non-contact sexual offences
- are within the IQ range (80+)
- are assessed as suitable for the programme in a PSR

Who is not suitable?

- Female sexual offenders
- Men with an IQ below 80
- Men with severe drug/alcohol misuse behaviour
- Men with current mental health problems
- Men assessed as psychopathic
- Men in total denial of their sexual offending
- Men who are unable to speak understand English
- Men who have significant hearing deficits or sight deficits

The programme involves:

- Assessment by psychometric measures for deviancy and to determine which blocks of the programme need to be undertaken
- Structured pre-groupwork to build on an offender's motivation to follow the programme

The four programme blocks are:

- Foundation – requires full-time attendance for two consecutive weeks
- Victim empathy – requires twice-weekly attendance for four weeks
- Life skills – requires twice-weekly attendance for 10 weeks
- Relapse prevention – requires weekly attendance for 22 weeks
- High risk/high deviancy men complete the whole programme. Low risk/low deviancy men can miss out the Life Skills block.
- Men who have completed a Prison sex offender treatment programme can go directly to the Relapse Prevention Programme.



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General Programmes

Thinking Skills Programme

Programme Aims

To reduce the likelihood of re-offending. This is a solution-focused programme teaching new skills through coaching, responding to individual needs and circumstances, with an emphasis on setting goals for change. There are three modules:

- Self-control
- Problem-solving
- Positive relationships

Who is suitable?

Offenders who:

- are a medium to high likelihood of re-offending
- are sentenced to either a community sentence or a custodial sentence (they can continue the programme once back in the community)
- are male or female
- are assessed as suitable in a PSR

Who is not suitable?

- Offenders who deny all aspects of their offending

What does the programme involve?

- Three modules of five sessions. Each session last 2 hours
- A one-to-one session with programme facilitators prior to starting the first module
- A one-to-one session with programme facilitators at the end of each module. The final session serves as the post-programme review
- The programme is delivered in a rolling format so participants can start and finish each module at different times. This provides both flexibility and an advantage in that more experienced group members can 'mentor' new participants
- Consistent monitoring and evaluation of effectiveness

How will the programme be enforced?

- Rigorous enforcement is an essential component of effective practice
- Offenders who fail to comply with the conditions of this Programme Requirement will be breached and returned to court.

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Specified Activity Requirements

This section contains detailed information on the following Specified Activity Requirements available to courts in Thames Valley:

- *Adapt (to living more responsibly in your community)*
- Back on Track
- Control of Violence for Angry Impulsive Drinkers (COVAID)
- Education, Training and Employment (ETE)
- Restorative Justice
- Right with Money
- Thinking Ahead for Women (TA4W)
- Working with Men who Maintain their Innocence (WMMI)

Adapt (to living more responsibly in your community)

Activity aims: Rehabilitation, Motivation, Life Skills and Better Citizenship

The eight-session group activity has been designed to help participants develop the skills and knowledge needed to function well within their communities using a model of information giving, social skills, self management, practical skills and goal setting. This Specified Activity deals with a variety of practical issues common to many people, such as anti-social behaviour and accommodation problems, that could be linked to their offending.

Who is suitable?

Offenders who:

- have also been sentenced to a Supervision Requirement of at least 12 months
- score highly against elements of 'accommodation', 'lifestyle and associates' and 'emotional wellbeing' criteria in their probation assessment
- are medium or high seriousness
- are willing to comply
- are assessed as suitable in a PSR

Who is not suitable?

Offenders who:

- have significant mental health issues
- have serious drug or alcohol dependency
- have insufficient understanding of the English language

The Activity involves:

Eight, 2-hour sessions plus a pre-group session with their Offender Manager. The sessions cover the following:

Confident communication, housing, money, managing conflict, physical health, emotional health, active living (positive lifestyle, social activities, job search etc).



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Specified Activity Requirements Back on Track

Activity aims: Rehabilitation, Compliance and Motivation

Back on Track has been devised by Thames Valley Probation as a Specified Activity Requirement to improve the compliance of offenders who have breached their Community Order or Suspended Sentence Order and are at risk of being given a custodial sentence. The aim is to get the offender 'back on track' with the original sentence as soon as possible, thereby contributing to future rehabilitation and a reduction in re-offending.

Who is suitable?

- Back on Track is to be used as a Breach Sanction at a **first hearing**, for those offenders who are in breach of a Community Order or Suspended Sentence Order as a **consequence of poor compliance**

Who is not suitable?

- Offenders who breach due to unacceptable behaviour or the commission of further offences may not be suitable

The Activity involves:

Back on Track consists of five, 2-hour sessions run over a maximum period of 6 weeks. The sessions will cover:

- The consequences of further breach, external and internal barriers/obstacles to compliance and change; introduction to planning
- Further exploration of internal barriers and thinking skills, cost and benefits of compliance
- Planning and budgeting to help with compliance
- Action planning and goal setting (first steps)
- Review of progress, further action planning, goal setting and evaluation.

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Specified Activity Requirements

Control of Violence for Angry Impulsive Drinkers (COVAID)

Activity aim: Rehabilitation

This Specified Activity Requirement is specifically for offenders who get involved in aggression or violence when they have been drinking. It is a cognitive behavioural treatment aimed at men and women who are binge drinkers and get into trouble on social drinking occasions. It is *not* aimed at people who are dependent on alcohol.

Who is suitable?

Offenders who:

- have a low to medium likelihood of re-offending, with a medium to high risk of harm
- have repeatedly become violent or aggressive after drinking
- have a pattern of behaviour, whether or not it has resulted in conviction(s)
- are binge drinkers
- are aged 18 and over
- are male or female
- are assessed as suitable in a PSR

Who is not suitable?

- Alcohol dependent drinkers
- People with entrenched patterns of aggression not linked to alcohol
- People who would find it difficult to learn in a group setting, for example, those with significant mental health issues or an insufficient grasp of the English language

The Activity involves:

- 10 group sessions for up to 2 hours each. These focus on the triggers, thoughts, feelings and behaviour leading to violence and aggression.
- Sessions also examine how decision-making is impaired by excessive alcohol consumption and how it is linked to violent behaviour
- Post-group work with the person's Offender Supervisor to reinforce training and prevent relapse.



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Specified Activity Requirements Education, Training and Employment

Activity aims: Rehabilitation and Employability Skills

This Specified Activity Requirement is aimed at those who are not in work or who are willing to seek training or skills to help them get a better job.

Who is suitable?

Offenders who:

- are sentenced to a Community Order or Suspended Sentence Order
- are male or female
- are aged 18 over
- have shown motivation to address their employability issues
- show a clear ETE criminogenic need (i.e. it is linked to their offending)

Who is not suitable?

Offenders who:

- have significant mental health issues
- have serious drug or alcohol dependency
- are not prepared to address their employability needs

The Activity involves:

- Appointments with a link advisers
- Action planning and goal setting
- skills and interests assessment
- benefits of work
- barriers to work and how to overcome them
- guidance on disclosure on convictions
- Educational needs are outsourced to external providers, for instance literacy, numeracy, ESOL (for non-English speakers).

In Thames Valley, we offer up to 10 days of ETE as a *Specified Activity Requirement*. Additional sessions can be offered if the offender is also sentenced to a *Supervision Requirement*.

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Specified Activity Requirements Restorative Justice (RJ)

Activity aim: Rehabilitation, Reparation and Victim Empathy

Restorative Justice is a Specified Activity Requirement for up to 4 days. It is about enabling those who have caused harm to make amends. It usually involves both victim and offender, their families, friends and supporters, meeting together to talk about what happened, who was affected and how and what can be done to repair the harm caused by the offence. Meetings are organised and run by trained facilitators from the Thames Valley Restorative Justice Service. Where the victim does not want to take part, other restorative activities take place.

Who is suitable?

Offenders who:

- are sentenced to a Community Order or Suspended Sentence Order with a *Supervision Requirement* of at least 3 months
- are on the custody threshold
- are sentenced to custody
- are on a post-release licence
- have offence(s) of burglary or violence with an identifiable personal victim
- are medium or high seriousness
- are willing to comply
- are assessed as suitable in a PSR

Who is not suitable?

- Those appearing before the courts on charges of domestic violence, sexual offending or child abuse
- Cases found guilty after a trial
- Offenders with serious mental health or substance abuse problems

The Activity involves: (in addition to the usual content of a *Supervision Requirement*)

- Up to 4 days, including pre and post meeting sessions with the offender
- If the victim does not wish to take part, the activity involves indirect mediation, or some other form of reparation guided by the harm caused
- Consistent monitoring and evaluation of effectiveness.



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Specified Activity Requirements Right With Money

Activity aims: Rehabilitation and Life Skills

This Specified Activity Requirement has been developed by Thames Valley Probation in partnership with the Citizens Advice Bureau, who will deliver the activity. Its aim is to improve the financial capability of offenders whose financial instability is a precursor to criminal activity and substance misuse. It offers structured information and advice on how to handle their money, together with some basic, practical skills. Further specialist guidance on dealing with a current financial crisis will also be made available, if necessary.

Who is suitable?

Offenders who:

- are sentenced to a Community Order or Suspended Sentence Order
- are male or female
- are aged 18 or over
- have shown motivation to address their financial issues
- have an issue with budgeting and financial management
- have basic literacy, numeracy and computer skills

Who is not suitable?

Offenders who:

- have significant mental health issues
- have serious drug or alcohol dependency
- are not prepared to address their financial issues
- have been convicted of crimes that have led to exclusion from using the internet

The Activity involves:

- Five, 2-hour sessions
- Exploration of the offender's financial background and basic assessment of their understanding and management of their financial situation
- Five one-to-one sessions on benefits, budgeting, debt, banking, borrowing, saving, insurance/pensions/tax
- financial goal setting and action planning
- constant monitoring and review.

Probation Bench Guide 2011

Specified Activity Requirements Thinking Ahead for Women (TA4W)

Activity aim: Rehabilitation, Motivation

The activity is designed to work with women offenders' thinking skills and behaviour to reduce the likelihood of re-offending. The activity has been commissioned and developed from the longer, accredited Women's Programme and shares its theories and objectives.

It consists of twelve sessions that take an hour each to deliver one-to-one or two hours in a group setting. There is also a pre group induction session and a session at the end of the Specified Activity to provide the woman with feedback and plan for her future. Sessions include topics such as: emotional management; goal setting and planning skills; problem solving skills, developing and maintaining healthy relationships and a number of interpersonal skills. The time for this Specified Activity is up to 14 days..

Who is suitable?

Women offenders who:

- have also been sentenced to a Supervision Requirement of at least 12 months
- have an identified pattern of previous offending despite the offences not necessarily resulting in conviction
- score highly against elements of 'thinking and behaviour', 'relationships' and 'emotional wellbeing' criteria in their probation assessment
- are medium or high seriousness
- have low motivation to engage
- are willing to comply
- are assessed as suitable in a PSR

Who is not suitable?

Women with:

- first offences and no previous pattern of offending
- no commitment to change or in denial of offences committed
- serious mental health issues
- severe substance abuse issues, which prevent them from actively engaging in the sessions
- significant learning disabilities
- insufficient understanding of the English language.

Probation Bench Guide 2011

Specified Activity Requirements

Working with Men who Maintain their Innocence (WMMI)

Activity aims: Rehabilitation and Thinking Skills

This Specified Activity Requirement has been developed by Thames Valley Probation. It is aimed at addressing the need for men who have a sexual conviction but maintain their innocence.

The Specified Activity is delivered on a one-to-one basis for up to 35 days and challenges relevant core beliefs and attitudes that are relevant to offending behaviour. It tackles distorted and offence-related thinking and provides information to inform better decision-making. It provide a consistent and structured approach to working with such individuals and offers a restriction of liberty.

This Specified Activity should be imposed as part of a 2 year Supervision Requirement.

Who is suitable?

Offenders who:

- are sentenced to a Community Order or Suspended Sentence Order
- are male
- are aged 18 or over
- have high levels of resistance (there is no bar to requiring them to engage in this Specified Activity)
- do not speak English (an interpreter can be used where required)

Who is not suitable?

Offenders who:

- have an IQ below 70
- have significant mental health issues
- have serious drug or alcohol dependency
- have viewed child abuse images over the internet, with no other offending behaviour concerns (an alternative treatment programme would be offered in these cases)

The Activity involves:

- Ten sessions for Part One and 25 days for Part Two (35 days in total)
- Offence-related thinking
- Cognitive Behavioural Therapy
- Targets for effective change
- Relationships
- Self-management
- Constant monitoring and review.