

# What you should not do

## You should not:

- break the conditions of your Exclusion Requirement;
- miss any appointments to do with your sentence; or
- behave in an aggressive, racist or other unacceptable way.

## What happens if you break the rules?

If you break the rules without good reason you will receive a warning or be taken back to court. You are only allowed one warning in any 12-month period.

## If you are taken back to court the court could:

- make you do **more** Requirements;
- make you do **different** Requirements;
- make this Requirement or other Requirements you are already doing **harder**; or
- send you to prison.

The court cannot just give you a warning or a fine.

The leaflet about your Community Order or Suspended Sentence Order will tell you more about what will happen if you do not stick to the rules.

**It is very important that you stay away from the place you are excluded from when you should not be there and work hard to complete your sentence.**

# Other information

**If you need help or advice** about anything to do with your sentence, you can always talk to your responsible officer.

We keep information about you in our records. It is kept safely and securely. If you want to find out about seeing this information please ask your responsible officer.

Local information:

**If you have a complaint** about the Probation Service, please talk to your responsible officer who will try to help. If you are not satisfied you can ask to talk to the unit manager. If you are still not satisfied, ask for the leaflet called 'Making a Complaint'.

If you have a complaint about an electronic monitoring company, please talk to the electronic monitoring officer and ask them for information about how to complain.

## Further information

For more information about anything in this leaflet, please talk to your responsible officer.

Produced by the National Probation Directorate  
Spring 2005 CJA03/EXC1

**NOMS** National Offender  
Management Service

Working together to reduce re-offending

Exclusion



**New sentences for offences  
committed on or after  
4 April 2005**



# Exclusion Requirement

# About your sentence

The court has sentenced you to a Community Order or a Suspended Sentence Order. There is a separate leaflet on each of these sentences.

**This** leaflet tells you about the Exclusion Requirement that the court has decided you must do as part of your sentence. You might also be given other leaflets to help explain any other Requirement or Requirements the court has decided you must do.

## About the Exclusion Requirement

Exclusion means you cannot go to a particular place or places on certain days and at certain times, for as long as the Requirement lasts. For example, this place might be part of a town, a football ground or someone's home. You have been ordered to stay away from this place or places because you have caused trouble there in the past.

You may be electronically monitored, which will help us to know where you are. If so, you will be given tagging equipment by an electronic monitoring company. They will make sure you know how to use it.

The person responsible for your sentence (your 'responsible officer') will discuss the details of your Exclusion Requirement with you. This might be an officer of the Probation Service or an electronic monitoring officer.

# What your responsible officer will do

## They will:

- explain your sentence to you;
- talk to you about the plan for your sentence;
- make clear **where** you may go and where you must not go;
- make clear **when** you must not go to the place or places you are excluded from;
- make clear **what will happen** if you do not stay away from the place or places you are excluded from;
- check where you go;
- make arrangements for you to be taken back to court if you do not co-operate or comply with your Order;
- review your progress and work with you to help you complete your sentence successfully; and
- treat you fairly.

# What you should do

## You should:

- listen carefully to what your responsible officer says and do what they ask you to do;
- stay away from the place or places you are excluded from;
- keep appointments to do with your sentence;
- show respect to probation staff and other people you meet during your sentence;
- tell your responsible officer straight away if you plan to change your address or phone number;
- tell your responsible officer straight away if you are unable to keep an appointment;
- tell them if you are having any other problems with completing your sentence;
- carry out any other instructions you may be given as part of this Requirement;
- let your responsible officer visit you at home if they need to; and
- stay out of trouble.

If you miss an appointment you should get in touch with your responsible officer as soon as possible and tell them why.

If there is a good reason for not being able to keep an appointment you should provide your responsible officer with evidence. This might be a doctor's note or a letter from your employer, for example.