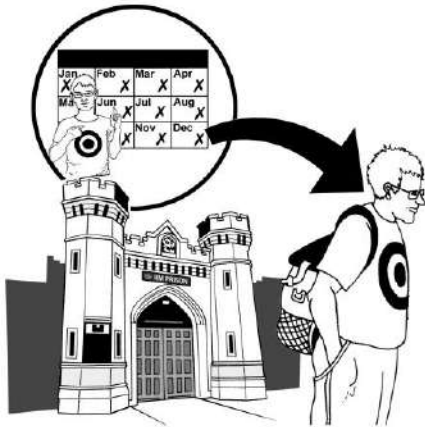




The rules you have to follow when you are on Licence

A black and white line drawing of a hand signing a form. The form is titled 'Licence Agreement' and has fields for 'Name:,', 'Hours:', 'Contact:', and 'Officer:'. To the right of the form is a box labeled 'Rules' containing a checklist with four items, each with a checked box.

Information taken from:
[PI 20/2012 & PSI 40/2012](#)
Licences and Licence Conditions
Annex A



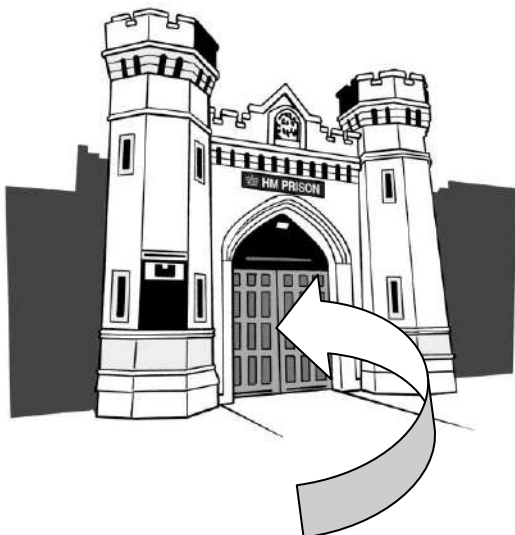
Anyone that has served a prison sentence of 12 months or more will be given a Probation Officer when they leave prison.



This Probation Officer (who is called a **Supervising Officer**) will be there to support you to keep to the rules set down in your **licence agreement**. This used to be known as being on probation.



If you are given probation it is important that you **stick to all of the rules**.



If you break the rules of your licence you may be sent back to prison.



The information in this document is to support people to get through their time on licence without breaking any rules.



If you are ever unsure about what you can and cannot do as part of your licence agreement, ask your Supervising Officer.



If you are not able to keep an appointment with your Supervising Officer you must let them know why.

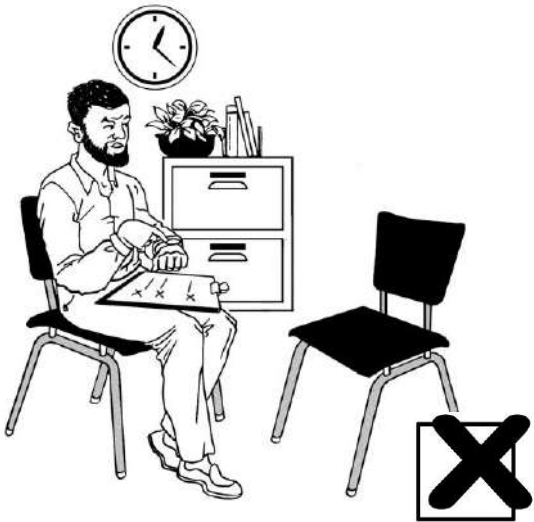


My Supervising Officer is:

Name:



The most important things you must remember when you meet your Supervising Officer are:



- **Never** miss a meeting with your Supervising Officer without letting them know before and asking for permission.



- **Never** use threatening behaviour or lose your temper.

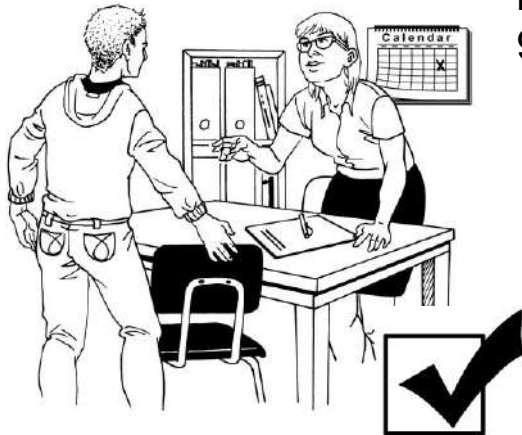


- **Never** go to a meeting with your Supervising Officer if you are drunk.



Basic Probation Rules

Everyone who is on licence must keep to the following **6** rules. Depending upon what your crime was you may have **extra rules** to follow (see pages 9 -27).



1 Be Good
You must be well behaved at all times.



Do not to commit any other crimes.

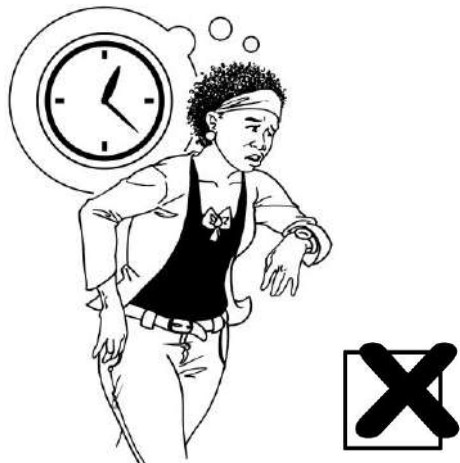


2 Let your Supervising Officer visit you at home
You must let your Supervising Officer visit you wherever you are living.



3 Keep all your appointments

Keep in touch with your Supervising Officer.



Do not miss or be late for any meetings they have asked you to go to.



4 Stay where you have agreed

You must only live at the address that has been approved by your Supervising Officer.



Post Code:



Tell your Supervising Officer before you decide to change your agreed address or stay (even if it is just for one night) away from that agreed address.



5

Work where you have agreed
You must only work at a job that has been agreed by your Supervising Officer.



This includes voluntary work.



Where you can work or volunteer:

When you will go there:

Supervisor:



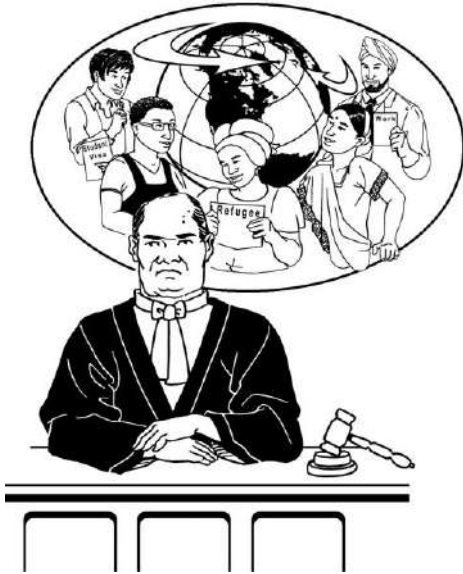
Let your Supervising Officer know before you decide to change your job.



6

Stay in the UK

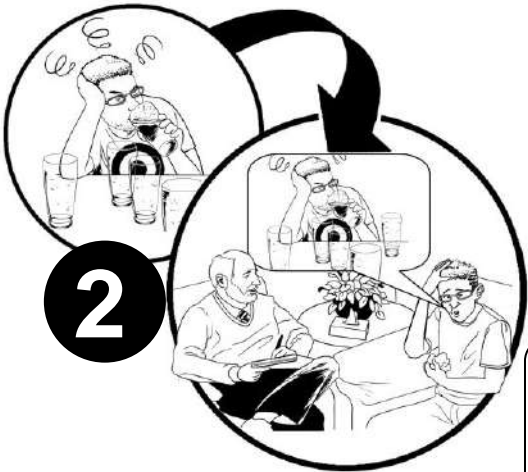
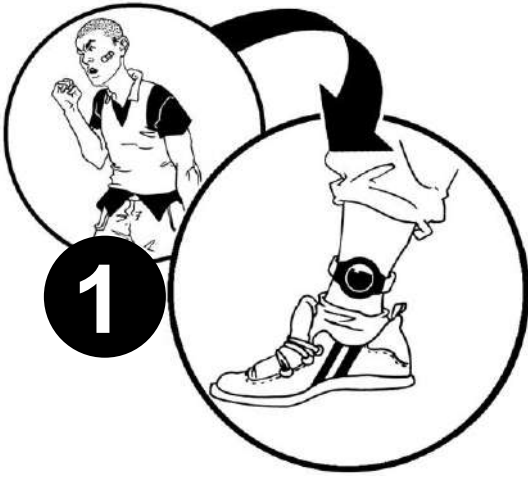
You must not travel outside the “United Kingdom” (this includes the Channel Islands and the Isle of Man) without getting permission from your Supervising Officer.



You will only be allowed to leave the UK in **extra special** cases or if you are being asked to leave because of immigration deportation or removal.

Extra Probation Rules

Depending upon what your crime and sentence was you may have other rules you have to stick to.



It is the job of your Supervising Officer to show you the extra rules that you have to stick to:



1 + 3





1 Medical support you must have

(a) If you are asked to see a Psychiatrist, Psychologist or Medical professional you must go to all appointments.

Name:

Position:



Day:

Time:



2 Home visits

(b) You must allow a Mental Health Worker to visit you at your home.

Name:

Position:



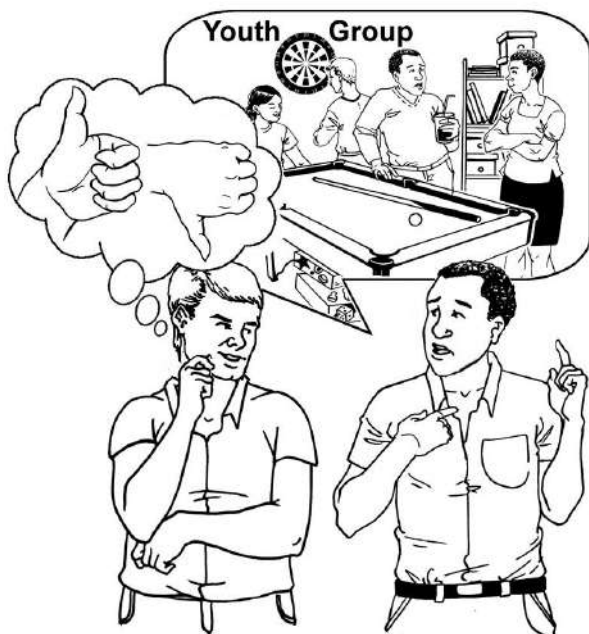


3

Working and volunteering

(a) You must not work or volunteer or be involved in any activities with anyone under the age of:

years old



If you are going to be involved in activities with anyone under this age you must ask your Supervising Officer for permission first.

Activities you must not do:



4

Using the internet

(b) You may only use a computer, laptop, mobile phone, blackberry or any other equipment that gives access to the Internet if your Supervising Officer says you can.



You can only use them to do things that your Supervising Officer has allowed in public places that have been agreed. You must not use them at home.



You must not get anyone else to go on the internet for you.



You must not use instant messaging services or any other on line message board or forum without the permission of your Supervising Officer.



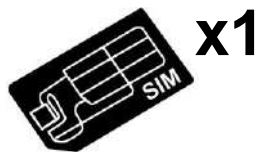
5

Monitoring your computer

(c) You must not delete the history of how you have used any computer or equipment that gives access to the internet. You must let your Supervising Officer look at your equipment to check what you have been using it for.



Your equipment may be taken away for inspection. You must let your Supervising Officer or the Police put software onto your computer, laptop, mobile phone, blackberry or any other equipment which will tell them what you use it for. You must not take this software off.



6

Only 1 mobile phone

(d) You must not own or have more than 1 mobile phone or SIM card.



You must give the Supervising Officer your mobile telephone details, including the IMEI number and the SIM card. Ask your Supervising Officer to show you where this information is.



7 Taking photographs

(e) You must not have a phone that can take photographs, without telling your Supervising Officer.

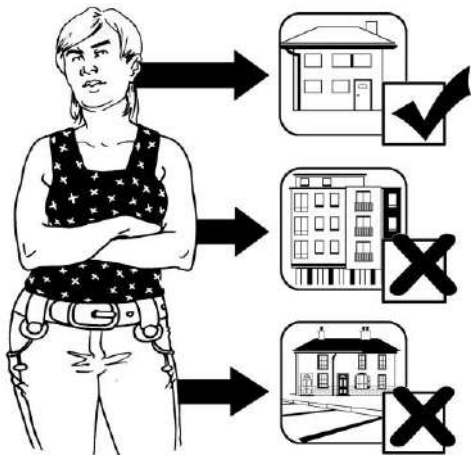


8 Use of cameras

(f) You must not own or use a camera without permission from your Supervising Officer.

Places you must not stay:

(Annex A Residency Requirement)



9

Only live at your agreed address

(a) You can only live at the address you have agreed with your Supervising Officer. You must not stay anywhere else, even for one night, without permission.

(Annex A Prohibited Residency Requirement)



10

Where you cannot stay or live

(a) You must not stay, not even for one night, in the same household as any child under the age of:

years old



If you want to visit you must have permission from your Supervising Officer.

People you must not see:



11

Victims and family members

(a) You must not have contact with, go near or speak to the following people:

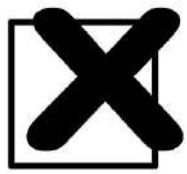
Victim's name/s:

Family members:



To see these people you must have permission from your Supervising Officer and the Social Services Department that deals with your case.

Social Services Contact:



12

Children you must not be alone with

(b) You must not be on your own with:

Any children

Male children

Female children

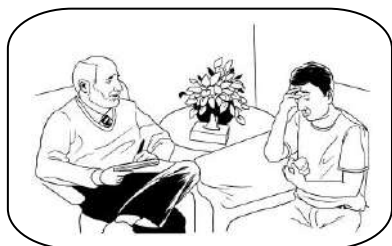
Under the age of _____ years



If you do have contact with any children you must have permission from your Supervising Officer and Social Services.

Social Services Contact:

Things you must do as part of your Licence Agreement:



13

Sort out your problems

(a) You must do what your Supervising Officer asks you to do to sort out your:



Alcohol problems



Drug problems



Sexual problems



Gambling problems



Solvent abuse problems



Anger problems



Debt problems



Criminal behaviour problems

You must go to get support from:

Name of course or centre:



14

Get help to stay out of trouble

(b) You must join a project that supports you to stop doing any more crimes.



You must go to the project for as long as your Supervisor tells you to.

Course/Centre you must go to:

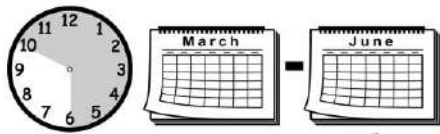


You must go to any appointments with your Supervising Officer and any other groups that are there to help you stop your criminal behaviour.

You must go to **ALL** of your appointments.

15

Stick to your Curfew



(a) A curfew means that you must not leave the address agreed to by your Supervising Officer between set hours every day.

Address you must stay at:

Time of curfew:

Date curfew ends:



This rule will be the same every day for as long as your Supervising Officer says so.

To change this you must have permission from your Supervising Officer.



Your Supervising Officer will look at your case every week or every month to decide if this can be changed. They may change the times or stop the curfew if they feel that your behaviour has improved enough to stop you being a danger to anyone.



16

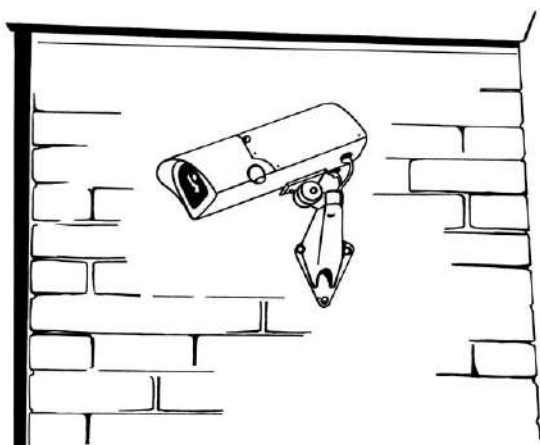
Tell people where you are

(b) You must stick to these rules and do everything you are asked to do. Let your Supervising Officer know where you are at any time and show that you are sticking to your curfew rules.



This may mean that either:

- You wear an electronic tag



- Where you have been is checked in other ways.

Where you must not go while on licence



17

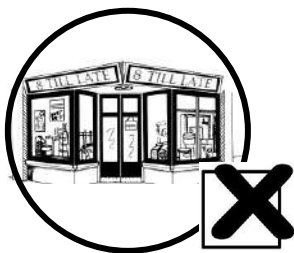
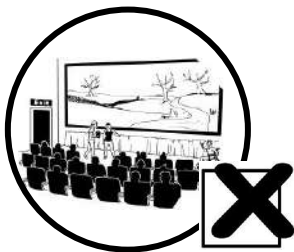
Areas you should not go

(a) You must not go anywhere in the area shown on the map you have been given:

The area you must not go:



To go anywhere in this area you must have permission from your Supervising Officer.



18

Places you must not go into

(b) You must not enter the following places without permission from your Supervising Officer.

Name of premises:

Address:

Postcode:

Name of premises:

Address:

Postcode:

Name of premises:

Address:

Postcode:



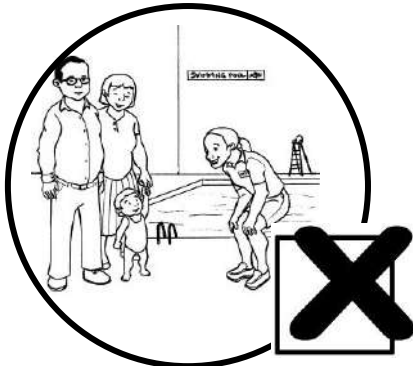
19

Places you must not go near to

(c) You must not go into, or be close enough to see into, any of the following areas without permission from your Supervising Officer:



- Children's play areas



- Swimming baths



- Schools

Addresses you must not go near:

What you must do whilst under supervision



20

Going to your approved premises

(a) When you leave prison the police may take you straight to the place where it has been agreed you will live.

21

Reporting to staff every day

(b) You must report to agreed staff daily. This will not change unless your Supervising Officer tells you something different.

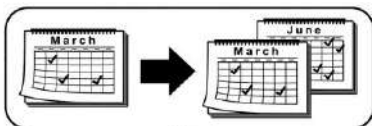


Approved Premises or Police Station:



Post Code:

Every day at:



Your Supervising Officer will look at your case every week or every month to decide if your behaviour has improved enough to stop you being a danger to anyone. They may then decide to change your curfew.



22

If you are driving anywhere:

(c) You must tell your Supervising Officer about the make, model, colour and registration of any vehicle you own, hire or plan to use, before you make any journey in it.



23

If you have any relationships:

(d) You must tell your Supervising Officer about any new personal relationships.



It does not matter if the relationship is with a man or a woman, but you must let your Supervising Officer know.



(e) You must tell your Supervising Officer about any friendships or relationships with people who live with children under 18, even if you knew them before you went to prison.

**24**

Passports

(f) You must tell your Supervising Officer the details of any passports you have and tell them about any plans you have to apply for a new one.



(g) Give your passport to your Supervising Officer if you want to apply for a new one.

(Annex A Non-Association Requirement)

People you must not have anything to do with

**25**

No contact with criminals

(a) and (d) Unless you have permission from your Supervising Officer you must not see, talk to or have anything to do with:

Names of Offenders/Organisations

**26**

No contact with sex offenders

(b) You must not talk to or be near known sex offenders unless it is part of a treatment programme you are on and your Supervising Officer knows.

**27**

No contact with people in the Criminal Justice System

(c) You must not have anything to do with people who are in prison, on remand or in State custody unless your Supervising Officer says it is OK.

28

Drugs Testing



(a) When they feel a drug test is needed your Supervising Officer can ask you to go to:

Name and address of centre:



Post Code:



Here you must give a sample of fluid from your mouth or urine to test whether you have taken any Class A drugs like:

- Heroin
- Crack or Cocaine

List specific drugs:



This is to make sure that you are following licence rules about good behaviour.