

Probation and After-Care Service



# Annual Report for 2004 and Business Plan for 2005

Approved by Probation Board of the Royal Court on 31 January 2005

The Jersey Probation and After Care Service exists to provide the Parishes, Courts and Prison Service with a high quality information service and to supervise those offenders entrusted to it in order to reduce re-offending and protect the public.

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# Glossary of Abbreviations

ACPO	–	Assistant Chief Probation Officer
APO	–	Assistant Probation Officer
BASS	–	Building a Safer Society; interagency strategy approved by the States Of Jersey in 2004.
CAFCASS	–	Statutory body working with children and families in Family Court proceedings in England and Wales
CE	–	Children’s Executive; multi agency body set up by the States Of Jersey to coordinate services for children with educational and behavioural difficulties
CMA	–	Case Management Assistant
CPO	–	Chief Probation Officer
DAISy	–	Data Analysis and Information System - computerised case management and management information system – successor to ICMS
ESC	–	Education Sport and Culture Department and Committee of the States of Jersey
FSR	–	Fundamental Spending Review; States of Jersey resource allocation process
HAC	–	Home Affairs Department and Committee of the States of Jersey
H and SS	–	Health and Social Services Department and Committee of the States of Jersey
HMIP	–	Her Majesty’s Inspectorate of Probation
IAPS	–	Programme assessment and monitoring software used by the National Probation Service.
ICMS	–	Integrated Case Management System; computerised case management and management information system.
ICT	–	Information and Communications Technology.
“J” category staff	–	staff recruited from outside of Jersey, given temporary Housing Committee consent to occupy certain properties.
JLIB	–	Jersey Legal Information Board
JPACS	–	Jersey Probation and After Care Service
KPI	–	Key Performance Indicator
LSI-R, LSI CMI, LSI – SV.	–	Risk assessment systems used or under consideration by the JPACS.
OASyS	–	Risk Assessment and Case Management system used by the National Probation Service
OINTOC	–	Offending Is Not the Only Choice – skills based cognitive behavioural programme for offenders, used by JPACS
PO	–	Probation Officer
RAMAS	–	Risk Assessment Management and Audit Systems; an interagency method for assessing and managing those people most likely to harm themselves or others
TRMS	–	Temporary Release Monitoring System; a form of early release for prisoners in Jersey monitored by Probation Service supervision and an electronic “Tag” linked to a Securicor response centre.



## Probation Board

The Probation Service is a department of the Island's Judiciary. The Probation Board is appointed by the Bailiff to oversee the work of the Service and consists of five Jurats. By invitation of the Probation Board, a member of the Home Affairs Committee attends its meetings in order to facilitate liaison between the two bodies.

## Probation Board 2004

**President of Probation Board**  
*Jurat S C A Le Brocq (Lieutenant Bailiff)*

*Jurat P J de Veulle, FCA (Lieutenant Bailiff)*    *Jurat G Allo*    *Jurat D Georgelin*    *Jurat S J Le Cornu*

**Home Affairs Committee Representative**  
*Deputy C Labey*

## Probation Board President's Foreword

This year, as always, has been an extremely busy one for the Probation Service with even more demands than usual being made on the staff. These, for example, have included the writing of reports for the temporary release of prisoners. This is a very delicate area as far as the general public is concerned and a lot of in-depth work will have been done in the writing of them. There have been significant staff changes during the year, for various reasons, but the Service has maintained its normal very high quality of service despite all of this, emphasising again the strength of the teamwork throughout.

The on-going problems of financial cut-backs are a continuing source of great concern to us all. We are determined to ensure that the arrangements for the transfer of finances back to the Court system are clear and that we are not prevented from carrying out our work to the standard we require.

We are, obviously, delighted that the move to our new premises is almost in sight after years of working in restricted and cramped offices in separate buildings. We hope that the move at the beginning of 2006 will be a smooth one without too much disruption to our work. Mr Cutland, ACPO, has been very involved over the last months with the Children's Executive in relation to children with Severe Emotional Behavioural Difficulties/Disorders (SEBD). Mr. Heath has continued to be the backbone and mainstay of the Service. He has promoted our work abroad and also ventured into Guernsey where he has explained our Community Service system to them, with apparent success, as a party from that Island is coming here to see it in action with a view to the possibility of starting a similar Scheme. We do not underestimate the great impact the whole Probation Service has on the life of the Island or the strain under which it functions.

**Jurat S Le Brocq**  
**February 2005**

*The Jersey Probation and After Care Service exists to provide the Parishes, Courts and Prison Service with a high quality information service and to supervise those offenders entrusted to it in order to reduce re-offending and to protect the public.*

## **Aims and Objectives**

### **Aim 1**

*To provide written and verbal reports on offenders to assist the Courts in bail and sentencing decisions.*

### **Aim 2**

*To provide community supervision which reduces re-offending, allows offenders to make restitution and protects the public from further offending.*

### **Aim 3**

*To work with the prison to provide integrated sentence planning and supervision programmes for prisoners, both in custody and in the community.*

### **Aim 4**

*To consider the needs of victims of crime throughout all areas of probation work.*

### **Aim 5**

*To contribute towards developing more effective criminal justice policy.*

### **Aim 6**

*To ensure that all sections of the community have equal access to our services.*

### **Aim 7**

*To provide the Courts with a social work service in Matrimonial and Adoption proceedings which recognise that the needs of the child are paramount.*

### **Aim 8**

*To ensure that sufficient resources are provided for the JPACS to carry out its work and to ensure that the best use is made of the resources available.*

# INTRODUCTION

To the President and members of the Probation Board, I have the honour to submit a review of the work of the Jersey Probation and After Care Service (JPACS) for 2004 and to present the Business Plan for 2005.

The Service experienced a number of significant changes during the year. Some were planned improvements or responses; others, such as a number of staff changes were unexpected, but significant.

## Workload

The workload of the JPACS was similar to that of 2003. The better targeting of our scarce resources provided some capacity which was taken up by providing the Prison with reports in respect of prisoners eligible for temporary release. JPACS has provided resources for both the TRMS scheme and temporary release from within its existing resources.

## Results

The JPACS prides itself on making a positive contribution to crime reduction and public protection, through the effective risk assessment of known offenders and the provision of supervision packages which help offenders to lead law abiding lives and reduce their likelihood of re offending. Performance is monitored through management information generated by the Service's case management system and regular structured staff supervision. Over 90% of those offenders on Probation Orders have previous convictions and about a quarter have previously served custodial terms. The people we work with are those most likely to benefit from supervision. Elsewhere in the British Isles, Probation Services have a much higher proportion of first offenders under supervision, and are trying to reduce these percentages.

## Case Management system

The Service's case recording and information management system, known as ICMS, was purchased in the mid 1990's and had continued to function adequately despite advances in technology and the States infrastructure. However, the product had been unsupported for over two years and was becoming less stable. During 2004, a long planned move to a new system took place. This system known as DAISy was acquired at no capital cost, and with ongoing revenue costs of only £18,000 p.a. Most importantly it improves on the functionality of ICMS, and provides the JPACS with a stable product, with considerable potential for further development. Some management reports are still being written for this system, and this has meant that we have not been able to report on performance in as much detail as is customary. A full set of performance statistics will be available to inform the 2006 – 2008 Business Plan, which will be prepared by the end of May, under the new business planning timetable set down by the States of Jersey.

## Children's Executive

The Assistant Chief Probation Officer (ACPO) continued to chair the Children's Executive, the interdepartmental group of senior managers responsible for implementing the change programme for services for children with emotional and behavioural difficulties. The Executive has made considerable progress during 2004, but the role of Chair, which has continued for longer than had been envisaged, has placed further excessive demands upon an already overstretched management team. Substantial resources were spent during the first quarter of 2004 gathering information and research to inform the debate into the use custodial penalties for children, resulting from a proposition taken to the States by Deputy Hill. This culminated in a successful seminar for interested parties held in March.

## Better, simpler cheaper

Changes associated with move to ministerial government, and the "Better, Simpler and Cheaper" initiative are welcomed by the JPACS, but they have placed extra unplanned burdens on the management team. Examples include the recalculation of budgets to identify direct and indirect costs, and responding to numerous requests for financial and personnel data which could not be retrieved from corporate systems. Whilst the information provided will assist with the efforts to make the Jersey public sector more efficient in the longer term, they have resulted in some planned core work having to be delayed.

## Staff Changes

There were an unprecedented number of staff changes during the year. There were three changes in the Probation officer team as a result of the extension of the prison post for a further year; a resignation and a career break. The successful applicants to a number of non Probation Officer posts were other members of the Service, creating further vacancies.

Concern at the workload of the management team, an issue since 1997, was heightened by these changes to the staff team, and the decision was taken to appoint a Probation Officer team leader from within the Probation Officer establishment. Whilst this has placed still greater pressures on that team by increasing their caseloads, it ensured that all Officers and assistants were regularly supervised so that standards were met and the quality of work maintained. In the longer term, however, this remains an unsatisfactory solution and the JPACS maintains its bid for permission to recruit an additional manager. Funding for the Probation Officer post at HMP La Moye was provided by The Home Affairs Committee and the Prison Budget until May 2005, when this post is due to terminate, unless further funding can be secured.

## Community Service

The staffing structure of the Community Service Scheme was reviewed following the medical retirement of the Community Service Manager. The new structure is cheaper and, more importantly, matches the needs of the Scheme more closely, by putting in more resource at the first line rather than senior manager level. The complement of weekend supervisors has also been reduced, with an existing post being used on a relief basis.

## Resources

As predicted the revenue budget for the JPACS posed significant challenges during the year. Unexpected remedial maintenance on the Don Street premises, together with rental increases, and the need to recruit J category staff resulted in the premises sub vote being considerably overspent.

The money was found from the Staff sub vote, but this meant that the recruitment of a trainee Probation Officer had to be postponed until the end of the year. As a result the Service is unable to replace all the existing "J" category staff at the end of their contracts with locally qualified Officers. The revised staff budget for 2005 onwards after "Efficiency Savings" have been removed, is insufficient to recruit any further trainee Probation Officers. This is a false economy as "J" category staff cost more to employ each year than the local equivalent, and require further training on arrival. Therefore a bid for funding will be put into the revenue allocation process for 2006 to 2008. As this long standing scheme supports Aims 2 and 5 of the States Strategic Plan, it is hoped this bid will be successful. The alternative but less desirable strategy is to recruit "J" category staff on a permanent rather than contract basis in order to provide the continuity and level of expertise needed.

On a more positive note, work began on the construction of the Service's new premises which will form part of the new Magistrate's Court complex. Completion is scheduled for early in 2006. The necessary funding to allow the JPACS to move to the new building has not yet been confirmed however, although it is hoped this will be a formality.

## Criminal Justice / Building a Safer Society Strategies

One of the more encouraging developments during 2004 was the work carried out by the Director (now Chief Executive) of the Home Affairs Department in drafting Jersey's first Criminal Justice Strategy. The JPACS played an active part in the focus groups which preceded the drafting of the document. The strategy recognises the importance of the work of the JPACS, the contribution it has made to crime reduction and proposes a significant increase in its role in working with released prisoners.

The Building a Safer Society Strategy was approved and funded by the States of Jersey in 2004. This has helped to ensure the continuation of a number of JPACS initiatives: Restorative Justice, Basic Skills assessment and tutoring, the Portuguese-speaking Offender Worker, and the Court Liaison Officer are all funded via this strategy.

## Brian Heath

### Chief Probation Officer

### Jersey Probation and After Care Service

January 2005

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Aim One: To provide written and verbal reports on offenders to assist courts in bail and sentencing decisions	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
To continue to monitor research into assessment practice and to adopt those tools which best fit the needs of the Island. In particular to decide whether to adopt the OASyS and IAPS tools.	3.9.1; 3.9.3	To evaluate the LSI-R CMI. To adopt the electronic form of LSI-R.	Copy of LSI-R CMI obtained. Insufficient funding available to adapt the electronic version of LSI-R at present.	To incorporate into development of DAISy. Timetable to be produced by end of February 05.
To maximise the appropriate use of verbal reports and in-court assessments where this is feasible and to introduce the screening version of LSI-R to assist with this.	3.9.1; 3.9.3; 3.10.1	To commence a pilot scheme using the LSI-R screening version during 2004.	Commenced November 04. Verbal reports increased by 5% during 2004.	Evaluate the Pilot project by September 05.
To participate in the establishment of a Bail Information Scheme for the Jersey courts and evaluate the cost of effectiveness of Bail support.	3.9.1; 3.9.3; 3.10.1			1. Establish number of Magistrate's Court cases where Bail may have been granted if more information had been available. 2. Design and cost a scheme.
To continue to screen offenders for basic skills deficits at SER stage.	3.7.1; 3.7.2; 2.2.1; 3.1.1; 3.9.1; 5.2.1	To increase the percentage of offenders screened in 2004	Achieved	To maintain this improvement

Royal Court Reports submitted one day earlier and within 6 weeks of committal from Magistrates Court.  
Magistrate's Court Breach letters made more comprehensive, and copied to Batonnier to provide Court and defence with more detailed information at an earlier point in the process.  
With the agreement of the Magistrate, Breach Information Reports made available to the defence immediately upon completion.

**KPI 1. Increase the proportion of non – custodial outcomes at Royal Court.**

Partially achieved: there were a smaller proportion of actual custodial sentences imposed than in 2003. However, if suspended prison sentences are included (not available in 2003) then the proportion is identical.

**KPI 2. Increase the percentage of Offenders who have a basic skills assessment completed. Achieved.**

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<b>Aim Two: To provide community supervision which reduces re-offending, allows offenders to make restitution etc.</b>	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
Introduce a mentoring scheme. The tasks of mentors could include assisting young and vulnerable people on Community Service; assisting probation officers by helping offenders in job seeking, accommodation and leisure activities etc. Should the Restorative Justice pilot be successful and need expanding this could also be provided by volunteer mentors.	3.9.1; 3.9.3; 5.2.1; 5.3.1; 5.3.2; 5.3.3; 9.5.1	Review mentoring scheme during 2004.	Review commenced but not complete.	To be completed by end of March 05.
To investigate the feasibility of prioritising the Probation caseload according to their risk and need profile.	3.9.1; 3.9.3; 5.3.3; 9.5.1	Analyse report findings and act upon them by June 2004.	What Works management review meeting in March 04. New enforcement practice introduced.	Examine the risk and needs profile of Offenders aged under 18 years. To incorporate Community Service and Voluntary Supervision cases. Effective Supervision Inspection by HMIP to take place.
To establish an effective partnership with local employers and employment services in order to ensure that every offender's employment opportunities are maximised.	2.2.1, 3.9.1; 3.9.3; 5.3.1; 5.3.3	Electronic link to Job Centre to be available during 2004.  To investigate the viability of establishing a social enterprise for probationers.	Electronic link to job centre installed in waiting room.  An Employment advisor from Employment and Social Security Dept. attended Probation Office weekly.  No work carried out on the social enterprise.	To produce outcome data from this service.  Carry forward to 2005.
To ensure that the Service is aware of any basic skills needs within the caseload and has effective routes available to deal with these.	2.2.1; 3.7.1; 3.7.2; 3.9.1; 3.9.3; 5.2.1; 5.3.1; 5.3.3;	Analyse findings of final report. Review project. Provide input into ESC's Lifelong Learning initiative.	Project reviewed and input provided into Lifelong Learning meeting.	To improve offender take up of services on offer from JPACS and Highlands.
To review the existing suite of JPACS programmes, compare results with other available programmes and use the most effective programmes available.	3.9.1; 3.9.3; 5.3.3;	To continue to monitor developments elsewhere in the world and consider the cost effectiveness of their introduction into Jersey.	Programme range and suitability reviewed in March 04.	Further pro-social modelling and problem solving training in 2005. OINTOC programme to be reviewed in 2005.
To ensure that the importance of the case manager's role is recognised and that again the work of the supervising officer reflects best practice.	3.9.1; 3.9.3; 5.3.3;	To consider ways of gathering evidence for the effectiveness of individual officers' practice in order to help Probation Officers in the case management of offenders.	Individual Probation Officers' success in terms of reducing offenders' LSI-R scores is now available for use in supervision.	Pro-Social modelling training and problem solving event in 2005. Sample Officers' one to one work via audio tape. Effective Supervision Inspection to take place by HMIP.



<b>Aim Two (continued)</b>	<b>States of Jersey Strategic Plan reference</b>	<b>Objective for 2004</b>	<b>Progress in 2004</b>	<b>Objective for 2005</b>
To develop further partnerships, for example, with Sports Leisure and Recreation, Health Promotion, Duke of Edinburgh's Awards Scheme, Princes Trust, Highlands etc. where these partnerships can improve the cost effectiveness of JPACS supervision.	3.9.1; 3.9.3; 5.3.1; 5.3.4; 9.4.1	To approach the Prince's Trust with a view to that organisation re-establishing a presence in Jersey during 2004.	Meeting held with Regional manager of Prince's Trust and in principle agreement established for a local organisation.	Young People benefiting by end of year.
To provide offenders sentenced to Community Service Orders with a record of achievement which can assist with their employment prospects. To examine whether it is feasible to offer nationally recognised qualifications for those offenders on Community Service.	2.2.1; 3.9.1; 3.9.3; 5.3.1; 5.3.3	To be achieved by the end of January 2004.	Work on the production of a new Certificate of Achievement began however incomplete at end of year.	Carry forward. To be complete by the end of March 2005.
To establish a specialised health service for the Probation Service who will assess a person's fitness to attend programmes and Community Service.		To be achieved by the end of 2004.	Approaches made to providers. Insufficient funding available to progress this further on a departmental basis.	Link in to States of Jersey Better Simpler Cheaper project.
To examine with other interested parties the current arrangements for supervising young offenders and if necessary to establish a new model.	3.1.2; 3.9.1; 3.9.3; 5.3.1; 5.3.2; 5.3.3; 9.5.1	Youth Action Team to be established and new model implemented by the end of 2004.	Lack of suitable candidates for key posts delayed implementation. However, appointments completed by January 05. Business plan for Youth Action Team produced during 2004 and team members identified. Further work needed on legislative changes.	Team to be operational under by the end of April 2005.
To establish a formal link with the National Probation Service in England and Wales.	3.9.1; 3.9.3; 7.1.3; 7.2.3	To be achieved by the end of 2004.	Service on distribution list for Home Office Circulars, training events etc.	Effective Supervision inspection by HMIP.
To establish formal links with the Probation Services in the other British jurisdictions in order to work collaboratively on matters of mutual interest.	3.9.1; 3.9.3; 7.1.3; 7.2.3	Continue to monitor in 2004.	Planned meeting organised by another jurisdiction did not take place. Two meetings between Jersey and Guernsey CPOs. Short term secondment of staff member to Guernsey. Regular contact with Isle of Man CPO.	To ensure a meeting of the British and Irish Probation Services takes place in 2005, by assisting the host service, if requested.

#### **Other work during 2004**

JPACS applied for and was accepted into the European Probation Service Organisation, the CEP. (States Aims: 3.9.1; 3.9.3)

#### **KPI 3. Reduce the percentage of Probationers unemployed at the end of their Order (Statistic to follow in May 05)**

**KPI 4. At least 65% of “normal completion” Probationers will have attended at least one structured programme during their supervision (Achieved)**

**KPI 5. Achieve a statistically significant reduction in Probationers’ LSI-R score as measured at beginning and end of Order (Statistic to follow in May 05)**

**KPI 6. Place at least 30% of Community Service workers in individual placements. Achieved.**

**KPI 7. Achieve an average work rate of at least 3 hours per week for at least 75% of Community Service cases. Achieved: 3.8 hours average work rate in 2004.**

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<b>Aim Three: To work with the prison to provide integrated sentence planning and supervision programmes for prisoners, both in custody and in the community</b>	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
Within the bounds of Data Protection and Human Rights legislation, to achieve a shared record between Probation Service and Prison Service ideally accessible through a joint case management system.	3.1.2; 3.9.1; 3.9.3; 9.2.1	To continue to liaise with Prison and with Computer Services Department to progress this aim.	Prison Governor, a senior manager and Psychologist given access to DAISy case management system. Agreement gained from JLIB and HAC for a scoping study into integrating Criminal Justice Business Systems.	To participate fully into the scoping study. To produce a model for the case management of offenders which ensures the continuity of supervision and fits with best practice.
Where appropriate to offer the same programmes in custody as in the community.	3.1.2; 3.9.1; 3.9.3; 9.2.1	To discuss with Prison Governor with a view to making best use of scarce resources.	New Prison Governor informed of Probation programmes, and places continued to be offered to prisoners. No prisoners placed, however.	To continue to offer places on Probation programmes to the prison.
The Probation Service to be fully involved in sentence planning, risk management and early release decisions.	3.1.2; 3.9.1; 3.9.3; 9.2.1	To secure funding to allow Prison Probation Officer post to continue at the Prison despite failure of the bid to the FSR process.	Short term funding found by Home Affairs Department and prison. Post available in prison to May 05.	For this post to be extended pending the result of the 2006-2008 budget process.
To work jointly with the Prison in developing access to appropriate employment for probationers and prisoners.	2.2.1; 3.1.2; 3.9.1; 3.9.3; 9.2.1	To discuss with Prison Governor and a positive outcome achieved by the end of 2004.	Not achieved.	Not to be pursued due to resource difficulties at the prison.

**KPI 8. Achieve a statistically significant reduction in LSI-R score for Offenders on the TRMS scheme (Statistic to follow in May 05)**

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Aim Four: To consider the needs of victims throughout all areas of probation work.	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
To evaluate the pilot Victim Offender Scheme and to report back to the Community Safety Strategy.	3.10.1	To continue to maintain the Scheme's momentum in 2004, and increase the proportion of statutory cases referred to the Restorative Justice Officer.	Statistics to follow in May 05. Progress reports produced for Community Safety Strategy.	To increase the proportion of statutory cases referred to the Restorative Justice Officer.
To ensure that all Social Enquiry Reports comment on the extent of harm caused to any victims and any risk of harm to potential future victims is identified.	3.10.1	100% of Social Enquiry Reports will comment on the harm caused where there is an identifiable victim.	New standard introduced into practice but formal audit not conducted.	To incorporate into HMIP inspection.
The risk to the public to be considered and assessed in all supervision cases and if necessary the Risk Assessment Management and Audit System (RAMAS) procedure used.	3.10.1	Further audit in 2004.	No audit conducted.	To incorporate into inspection by HMIP.
To continue the existing support to the Victim Support Scheme and Child Protection Team.	3.10.1	Achieved.	Achieved.	
To ensure that the victims of all youth offenders under supervision are given the option of mediation with the perpetrators of the offences against them, where the offender has been assessed as suitable to participate.	3.10.1	To increase the number of statutory cases referred to the Restorative Justice Officer.	Statistic to follow.	

**KPI 9. All "red flagged" cases of over 3 months duration will have been through a Minimum Data Set or full RAMAS procedure. Not achieved in 32% of cases.**

**KPI 10 At least 75% of victims participating in Restorative Justice will express satisfaction with the process. Achieved: 92% of victims were "satisfied" or "very satisfied".**

5	<b>Aim Five: To contribute towards the development of more effective criminal policy</b>	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
	To increase community involvement in our work as significant changes in criminal justice policy will require the approval of the public.	3.9.1; 3.9.3; 3.10.1	At least 4 positive media releases during 2004. Further Basic Skills tutors to be recruited. Interim Report into Parish Hall Enquiries to be made public. Community Service to be involved in 1204-2004 celebrations.	All achieved.	Increase utilisation of Basic Skills Tutors, and Mentors. 4 Positive media releases during 2005.
	To continue to support the Community Safety and Substance Misuse Strategies.	3.9.1; 3.9.3	To actively support the new 'Building a Safer Society' Strategy.	Representation continued at senior manager and chief officer level. Strategy approved and funded by States of Jersey	
	To continue to liaise with the Home Affairs Committee and its departments to ensure that the work of the Probation Service is complimentary to that of the other agencies in the criminal justice system whilst recognising that the Probation Service is a department of the Royal Court.	3.9.1; 3.9.3; 3.10.1	To continue to work closely with Home Affairs Committee, particularly with regard to children who offend, prisoners, and post custodial supervision.	ACPO chaired Children's Executive. (CE). JPACS made presentation on CE proposals to Full Court. JPACS participated in discussions re best model of Post Custody supervision.	To ensure that effective liaison mechanisms are in place, prior to the transfer of financial responsibility for JPACS from Home Affairs in 2006.
6	<b>Aim Six: To ensure that all sections of the community have access to our services</b>	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
	To secure premises which are fit for purpose by 2005.	3.6.3; 3.8.2	Monitor progress and ensure that there are no delays attributable to the JPACS.	Construction began on the new building.	Following the 2004 FSR, JPACS will move premises at the beginning of 2006. Funding for the move to be secured.
	Probation services shall be delivered in such a way that no offender will be disadvantaged due to their disability, gender, or first language or legal sexual orientation.	3.1.1; 3.9.1; 3.9.3		Polish speaking mentor appointed.	To audit services for discrimination as part of HMIP inspection.
	To continue the existing service for Portuguese speaking offenders and monitor the need for other language skills.	3.1.1; 3.9.1; 3.9.3	Monitor changes introduced from review of role.	Remit of Portuguese Offender worker, expanded following "What Works" review in March.	To review by April 05 as part of annual audit.
	To combat social exclusion of those who have offended and to promote strategies which increase social inclusion.	3.1.1; 3.9.1; 3.9.3	To negotiate with Prince's Trust.	Prince's Trust approached. Probation Service represented on Supported Housing Group Employment Kiosk operational in waiting room.	Access to Prince's Trust services by the end of the year.

7	<b>Aim Seven: To provide the courts with a social work service in adoption and matrimonial proceedings which recognises that the needs of the child are paramount.</b>	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
To investigate the feasibility and cost effectiveness of establishing a joint Channel Island Family Court Welfare Service.	3.10.1; 9.2.1	Report to be achieved by the end of 2004.	Discussions with Social Services re creating a more unified Family Court Welfare Service. Proposal made to Guernsey concerning Appeal cases. Jersey Officer prepared reports for Guernsey, when resources allowed.	To produce unified JPACS and Health and Social Services standards and procedures. To create a Family Court Welfare Service which is merged in all ways other than by statute.	
To establish appropriate links with CAFCASS, in order that Jersey practitioners can receive training and remain up to date with best practice		Carry over to 2005		To approach CAFCASS regarding training.	

**During 2004, 15 Family Court Welfare Reports were prepared. 7 Guardian ad Litem Reports were prepared for Adoption hearings.**

8	<b>Aim Eight: To ensure that sufficient resources are provided for the JPACS to carry out its work effectively, and to make best use of the resources allocated.</b>	States of Jersey Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
As new technology is introduced to change the role of the administration team to that of case management assistants.		Transition to be completed by the end of 2004.	Achieved.	For all CMA's to develop a working knowledge of their colleague's specialisms.	
To make best use of members of the public interested in the work of the Service by recruiting, training and retaining a pool of skilled volunteers to assist paid staff.		1. Review mentoring scheme by the end of 2004. 2. To train further Basic Skills tutors during 2004.	1. Review commenced. 2. Achieved in conjunction with BASS strategy.	1. To act upon any changes recommended in the review.	
To work in partnership with other agencies to ensure that each is working to its strengths and that unnecessary duplication is avoided.	9.2.1	Review partnership arrangements with Highlands College and if appropriate develop these links.	Achieved.	1. To help ensure Youth Action Team is operational by end of year. 2. To produce a case management model which meets the needs of prisoners.	
To make best use of ICT. To produce a new ICT strategy which will include a move towards a fully managed network by 2005.		Probation system to move to Computer Services by end of 2004.	Achieved.	1. To further develop DAISy to meet the needs of JPACS. Development plan by the end of February. 2. To contribute to the HAC/JLIB scoping study into the integration of Criminal Justice business systems.	

Aim Eight (continued)	Strategic Plan Reference	Objective for 2004	Progress in 2004	Objective for 2005
To move to new premises which are fit for purpose by 2005.		Monitor progress during 2004.	Achieved, through JPACS will not move into new premises until January 2006, following decision at 2004 FSR.	To continue to monitor progress, and to provide timely information and decisions to project group.
Each member of staff to be appropriately supervised, trained and appraised in a manner which allows each employee to develop to their full potential.			Partly achieved. All staff had recorded supervision sessions with managers during the year. 3 staff were not formally appraised.	For each member of staff to be appraised during 2005.
To continue to provide a trainee Probation Officer scheme.	2.2; 5.2.1; 5.3.1; 5.4.2; 9.2.1	Appoint trainee Probation Officer should funding allow.	Not achieved. Funding did not permit the appointment of a trainee. An unsuccessful attempt was made to recruit a trainee on a one year contract basis.	To seek funding to allow the Trainee Probation Officer scheme to continue.
To have an Inspection programme which not only looks at doing things right but at doing the right things.		Inspection schedule 2005 onwards to be produced by the end of 2004.	Proposal agreed by Probation Board.	Effective Supervision Inspection by Her Majesty's Inspectorate of Probation to have taken place.
To continue to measure performance so that the Courts, public and those responsible for allocating resources are aware of the cost effectiveness of the JPACS, and so protect the Service from unjustified cuts in expenditure or personnel.			Performance submissions made to benchmarking process, Courts, Home affairs Committee and media. No direct cuts imposed in Service's Revenue budget.	
To computerise the Service Policy Book in order to make it more accessible and to make amendment easier.		To complete in 2004.	Not achieved.	To complete in 2005.

**KPI 11. To operate within the agreed cash limit without cutting Services. Achieved (£3k overspend, less than 0.25% of Budget)**

# ***Probation Service Staff – January 2005***

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## **Chief Probation Officer**

Mr Brian Heath

## **Assistant Chief Probation Officer**

Mr Michael Cutland

## **Probation Officers**

Ms Janette Urquhart (Team Leader) – Mr David Trott – Ms Adelaide Ormesher – Ms Marilyn Carre – Mr Chay Pike – Mr David Ibbotson  
Mr Kevin Houiellebecq – Mr Robert Taylor – Mr Mark Dennison – Mrs Jo Tobler (from 10 January 2005 to 29 April 2005) – Miss Susan Brown (from June 2005)

## **Trainee Probation Officer**

Mrs Natalie Austin

## **Research & Information Manager**

Mrs Helen Miles (part time)

## **Assistant Probation Officers (all part time)**

Mrs Barbara Machon – Mrs Jane Christmas – Mr Sergio da Silva – Mrs Chantelle Rose

## **Court Liaison Officer**

Mr Mark Saralis

## **Community Service Manager**

Mr Shaun Banks (part time)

## **Assistant Community Service Managers**

Mrs Nicky Allix (part time) – Mr Andy Le Marrec

## **Community Service Offender Supervisors**

Michael Perry – Alison Doolan – Denis Pallett – Ghazi Najib – Anne Corson – Kerrie Langlois

## **Office Manager**

Mrs Jenny Cooley

## **Case Management Assistants**

Mrs Norah Child-Villiers – Miss Tina Lagadu (part time) – Mrs Angela Bouchard (part time) – Miss Alisha Castledine (part time)  
Mrs Gillian Gosselin (part time) – Mr Ian Doyle (part time) – Miss Christina Morgan (part time temp to end of April 05)

## ***Budgets for 2004 and 2005***

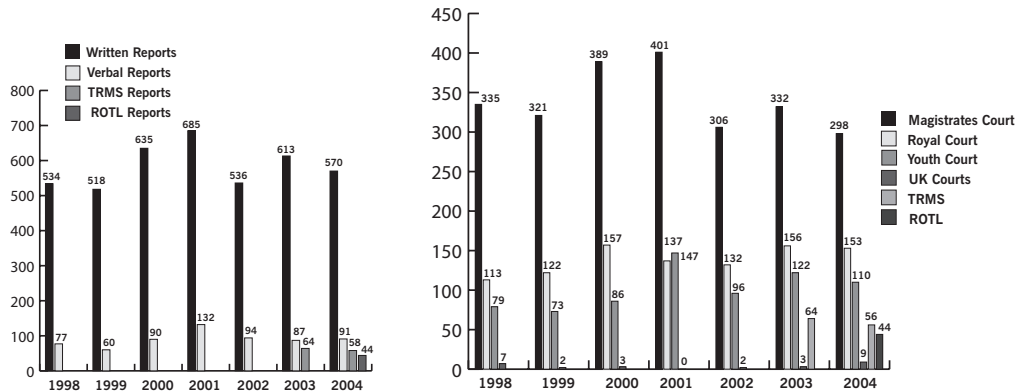
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	<b>2004</b>	<b>2005</b>
Staff Costs	1,041,028	1,025,370
Premises	103,500	110,250
Supplies and Services	16,000	30,080
Transport (in 2005 incorporated into other votes)	11,000	
Admin costs	59,830	50,000
Grants and Subsidies	30,000	30,000
<b>TOTAL</b>	<b>£1,261,358</b>	<b>£1,245,700</b>



# Criminal Court Report Statistics : 2004

Written & Verbal Reports Presented to Courts 1998 TO 2004							
	1998	1999	2000	2001	2002	2003	2004
Written Reports	534	518	635	685	536	613	570
Verbal Reports	77	60	90	132	94	87	91
TRMS						64	58
ROTL							44
<b>TOTAL</b>	<b>611</b>	<b>578</b>	<b>725</b>	<b>817</b>	<b>630</b>	<b>764</b>	<b>763</b>



Written Reports Prepared for Each Court 1998 to 2004							
	1998	1999	2000	2001	2002	2003	2004
Magistrates Court	335	321	389	401	306	332	298
Royal Court	113	122	157	137	132	156	153
Youth Court	79	73	86	147	96	122	110
UK Courts	7	2	3	0	2	3	9
TRMS scheme						64	58
ROTL							44
<b>TOTAL</b>	<b>534</b>	<b>518</b>	<b>635</b>	<b>685</b>	<b>536</b>	<b>677</b>	<b>672</b>

Written Reports Offences : 2004	Magistrates	Royal	Youth	UK Court	Total
Drug Offences	31	77	5	1	114
Assaults	55	19	24	1	99
Driving whilst impaired	53	0	1	1	55
Larceny	32	3	17	0	52
Breaking/Illegal Entry	19	10	14	3	46
Fraud/Forgery	11	12	0	2	25
Disturbing the peace	18	2	4	0	24
Drunkenness	15	0	7	0	22
Damage to Property	8	1	11	0	20
Motoring Offences	13	0	5	0	18
Taking & Driving Away	7	3	8	0	18
Breach of Court Order	8	2	5	0	15
Obstructing the Police	10	0	3	0	13
Assault Police	6	0	4	0	10
Receiving	4	3	2	0	9
Sexual Offences	3	4	0	0	7
Bomb Hoax	0	5	0	0	5
Robbery	0	3	0	0	3
Offensive Weapon	1	1	0	0	2
Children's Law	1	1	0	0	2
Hoax/Annoying telephone calls	2	0	0	0	2
Perjury	0	2	0	0	2
Conspiracy	0	2	0	0	2
Licensed premises	1	0	0	0	1
Affray	0	0	0	1	1
Causing Death by Dangerous Driving	0	1	0	0	1
Currency Offences	0	1	0	0	1
Demanding Money with Menaces	0	1	0	0	1
<b>Total</b>	<b>298</b>	<b>153</b>	<b>110</b>	<b>9</b>	<b>570</b>

- The remaining 102 offences for written reports refer to the index offence for TRMS and ROTL reports

Verbal Reports Offences : 2003	Magistrates		Youth		Total	
	2004	2003	2004	2003	2004	2003
Driving whilst impaired	31	47	0	1	31	48
Assaults	7	2	5	1	12	3
Drug Offences	5	6	2	0	7	6
Drunkenness	2	2	2	2	4	4
Motoring Offences	7	3	2	0	9	3
Fraud	1	3	0	0	1	4
Larceny	5	2	2	2	7	4
Damage to property	1	3	3	0	4	3
Disturbing the peace	1	3	3	0	4	3
Obstruct Police	0	0	5	0	5	0
Illegal Entry	0	1	1	2	1	2
Breach of Court Order	1	0	2	1	3	1
Pervert Course of Justice	1	0	0	0	1	1
<b>Total</b>	<b>64</b>	<b>74</b>	<b>27</b>	<b>12</b>	<b>91</b>	<b>87*</b>

\*includes 1 stand down in Royal Court for an offence of fraud

- 14% decrease in Stand Downs in Magistrate's Court compared with 2003
- 125% decrease in Youth Court Stand Down reportss compared with 2003
- 34% decrease in Stand Down for Article 16 offences
- 250% increase in the use of Stand Down Reportss for offences of assault in Magistrate's Court

	Sex and Age of Offenders on whom Written Reports were Prepared : 2004							
	10-12	13-17	18- 25	26 - 35	36 - 45	46 - 55	56 plus	TOTAL
Male	3	83	150	128	74	28	10	<b>476</b>
Female	1	30	26	16	12	7	2	<b>94</b>
<b>TOTAL</b>	<b>4</b>	<b>113</b>	<b>176</b>	<b>144</b>	<b>86</b>	<b>35</b>	<b>12</b>	<b>570</b>
	Youths		Adult offenders					

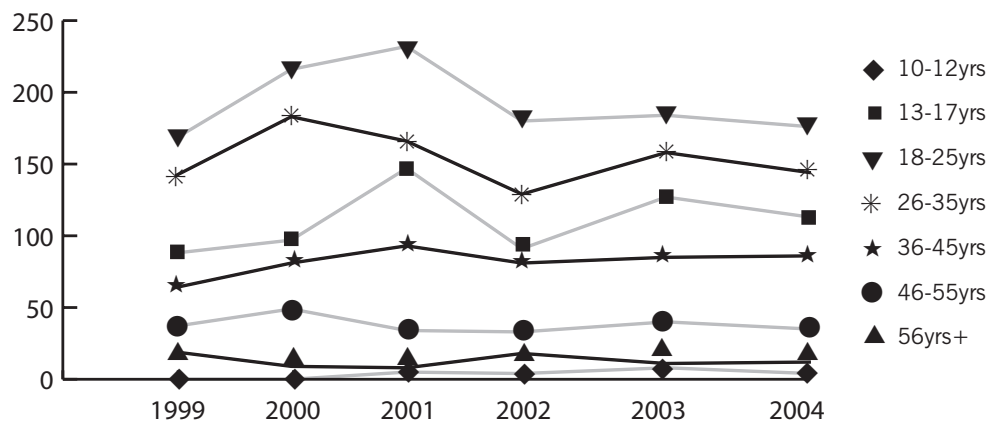
	Sex and Age of Offenders on whom Written Reports were Prepared : 2003							
	10-12	13-17	18- 25	26 - 35	36 - 45	46 - 55	56 plus	TOTAL
Male	7	90	158	127	68	30	9	<b>489</b>
Female	1	37	26	31	17	10	2	<b>124</b>
<b>TOTAL</b>	<b>8</b>	<b>127</b>	<b>184</b>	<b>158</b>	<b>85</b>	<b>40</b>	<b>11</b>	<b>613</b>
	Youths		Adult offenders					

- Particular increase in the 10-12 year age group (50%) and 11% decrease in the 13-17 year age group (13% overall). There has also been a decrease in Reports prepared for the 26-35 year age group (22%).

	Gender of Offenders				
	2000	2001	2002	2003	2004
Male	86%	85%	84%	80%	84%
Female	14%	15%	16%	20%	16%

The percentage of SERS prepared for female offenders has reduced back to 16%. This decrease is mainly caused by a 19% reduction in the number of women amongst the 13-17 year age group and a 48% decrease in women amongst the 26-35 year age group.

Age distribution of report subjects : 1999 to 2004



	1999	2000	2001	2002	2003	2004
10-12yrs	0	0	5	4	8	4
13-17yrs	88	97	147	91	127	113
18-25yrs	168	216	232	180	184	176
26-35yrs	142	183	166	129	158	144
36-45yrs	64	81	93	81	85	86
46-55yrs	37	49	34	33	40	35
56yrs+	19	9	8	18	11	12

Factors considered to be contributory to Offending

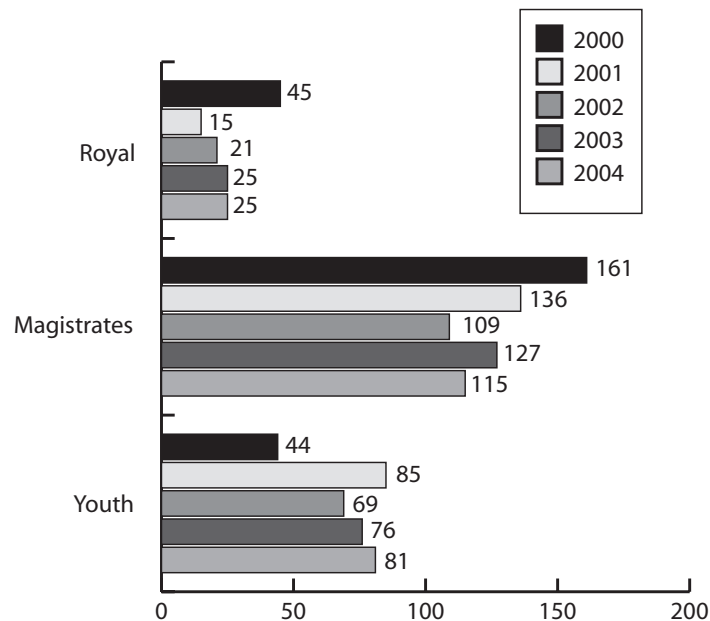
2004	Youth Court %	Magistrates Court %	Royal Court %
Alcohol misuse	40	61	31
Relationship Problems	20	32	12
Aggression/Authority	29	29	18
Family Problems	38	30	24
Drug misuse	23	23	45
Emotional Instability	13	32	24
Money Problems	7	28	26
Employment Problems	9	34	24
Housing Problems	13	21	14
Other	4	17	11
Peer Group Pressure	46	18	28
Literacy/Numeracy Problems	5	7	6
School Problems	23	4	4
Discriminated Against	0	3	1
Gambling	0	0	1

# Probation Order Statistics : 2004

	Probation Orders : 1998 to 2004						
	1998	1999	2000	2001	2002	2003	2004
New Orders Made	202	174	250	237	199	228	223

- There is a negligible 2% decrease on last years figure of 228

Probation Orders made by each Court 2000-2004



Length of Probation Orders								
Up to One Year			18 to 24 months			3 years		
2002	2003	2004	2002	2003	2004	2002	2003	2004
176	211	201	19	14	20	4	3	2
88%	93%	90%	10%	6%	9%	2%	1%	1%

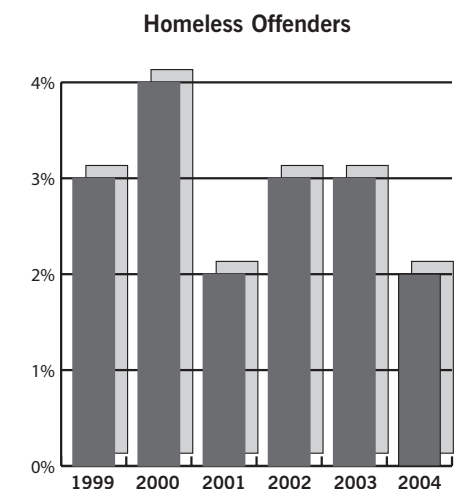
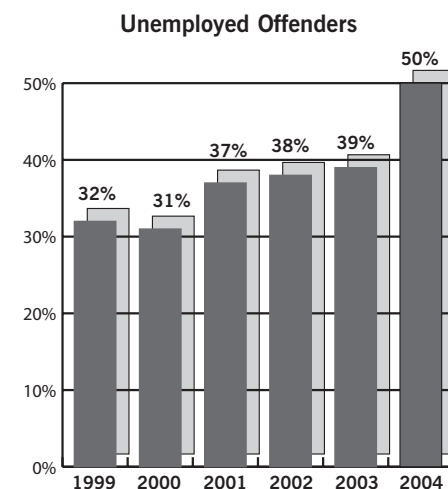
- Continued increase in medium orders

Main Offences for PROBATION ORDERS	Main Offence 2004	Main Offence 2003	Main Offence 2002
Assaults	37	33	45
Drug Offences	20	18	23
Larceny	28	27	20
Breaking/Illegal Entry	21	19	17
Driving whilst impaired	12	20	16
Taking & Driving Away	10	22	16
Motoring Offences	12	7	9
Breach of Court Order	18	11	9
Damage to property	13	20	8
Drunkenness	12	16	7
Fraud/Forgery	8	6	6
Disturbing the peace	9	5	5
Obstructing the Police	7	4	4
Receiving stolen property	3	4	4
Hoax/Annoying Telephone Calls	1	0	3
Offensive weapon	0	2	2
Sex Offences	3	3	2
Assault Police	4	1	1
Arson	0	0	1
Protection of Animals Law	0	0	1
Licensed premises	1	3	0
Children's Law	1	2	0
Conspiracy	1	3	0
Affray	0	1	0
Pevert Justice	0	1	0
Bomb Hoax	2	0	0
<b>Total</b>	<b>223</b>	<b>228</b>	<b>199</b>

OFFENCES BY AGE GROUP			
Age group	Youths	Adults	Total
Assaults	16	21	37
Drug Offences	2	18	20
Larceny	15	13	28
Breaking/Illegal Entry	8	13	21
Driving whilst impaired	0	12	12
Taking & Driving Away	5	5	10
Motoring Offences	5	7	12
Breach of Court Order	9	9	18
Damage to property	9	4	13
Drunkenness	5	7	12
Fraud/Forgery	0	8	8
Disturbing the peace	4	5	9
Obstructing the Police	2	5	7
Receiving stolen property	0	3	3
Hoax/Annoying Telephone Calls	0	1	1
Sex Offences	0	3	3
Assault Police	2	2	4
Licensed premises	0	1	1
Children's Law	0	1	1
Conspiracy	0	1	1
Bomb Hoax	0	2	2
<b>Total</b>	<b>82</b>	<b>141</b>	<b>223</b>

Sex and Age of Offenders made subject to Probation Orders : 2004							
	12 - 17	18 - 25	26 - 35	36 - 45	46 - 55	56 plus	Total
Male	55	60	30	24	7	0	<b>176</b>
Female	22	13	6	6	0	0	<b>47</b>
<b>TOTAL</b>	<b>77</b>	<b>73</b>	<b>36</b>	<b>30</b>	<b>7</b>	<b>0</b>	<b>223</b>
	Youths		Adult offenders				

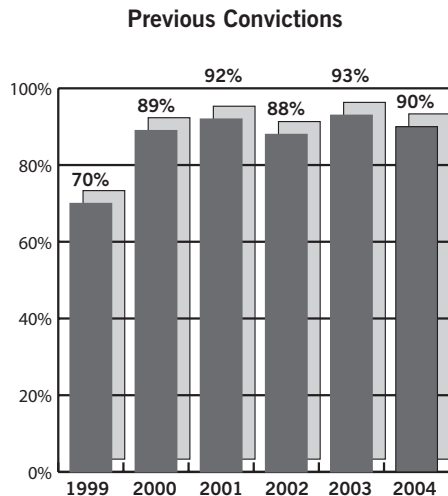
% of Probation Orders made on unemployed people				
2000	2001	2002	2003	2004
31%	37%	38%	39%	<b>50%</b>



- The 2004 figure of 50% is higher. It should be noted that different counting methods have been put in place this year which have improved the accuracy of this figure. Therefore the statistic may not reflect any actual increase.

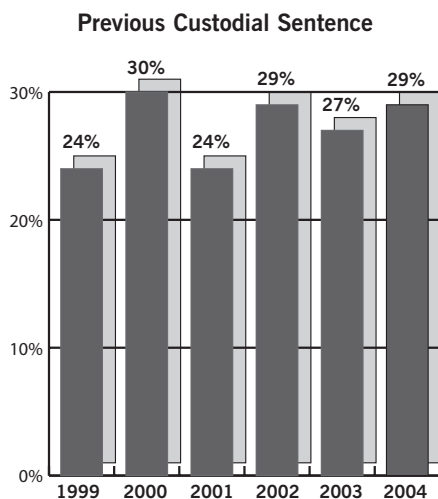
Few offenders are homeless when placed on Probation.

The majority of Offenders placed on Probation had at least one previous conviction



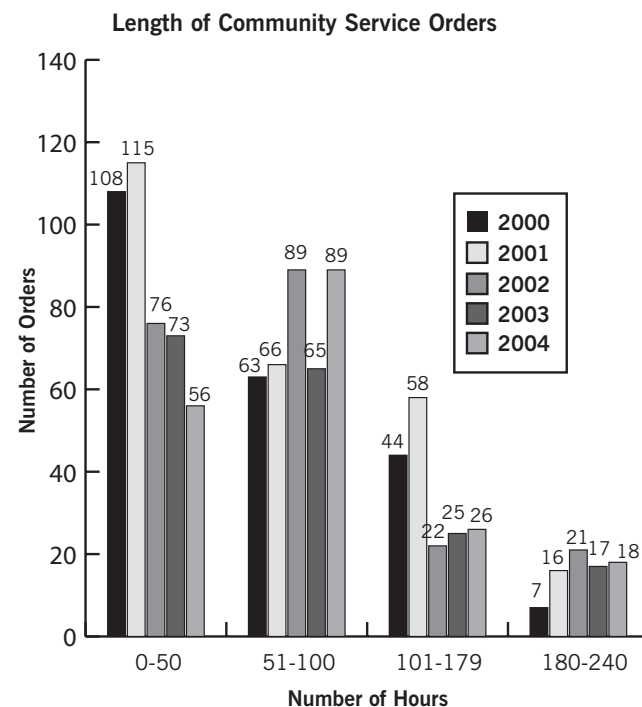
4% of youths placed on Probation in 2004 had not previously been convicted in a court compared with 10% in 2003, 17% in 2002 and 29% in 2001.

29% of offenders placed on Probation had previously served a custodial sentence compared with 27% in 2003.



## Community Service Statistics : 2004

Community Service Orders made by each Court : 1999-2004						
	1999	2000	2001	2002	2003	2004
Magistrates Courts	124	159	163	150	128	<b>131</b>
Royal/Appeal Court	30	49	29	26	26	<b>23</b>
Youth Court	21	14	34	29	24	<b>28</b>
Supervised on behalf of UK Courts	0	0	0	3	2	<b>7</b>
<b>TOTAL</b>	<b>175</b>	<b>222</b>	<b>226</b>	<b>208</b>	<b>180</b>	<b>189</b>



The main offences committed by those placed on Community Service				
Main Offence	2004	2003	2002	2001
Assaults	51	37	56	43
Driving whilst impaired	38	54	41	48
Drugs	15	13	28	24
Larceny	15	18	14	16
Motoring	17	7	14	14
TADA	5	6	13	10
Breach of Court Order	11	5	7	11
Breaking/Illegal Entry	9	9	6	13
Fraud/Forgery	6	7	5	15
Damage to property	3	6	5	8
Receiving	3	1	5	3
Offensive weapon	0	4	3	1
Sex Offences	1	2	3	0
Licensed Premises	1	0	2	4
Social Security fraud	0	0	2	1
Obstruct Police	1	0	2	0
Arson	0	0	1	3
Affray	0	2	1	0
Disturbing the Peace	9	0	0	6
Drunkenness	2	3	0	5
Robbery	0	0	0	1
Pevert Justice	1	1	0	0
Children's Law	0	2	0	0
Importation of obscene videos	0	1	0	0
Attempted Murder	0	1	0	0
Hoax/Annoying Phone Calls	1	1	0	0
<b>Total</b>	<b>189</b>	<b>180</b>	<b>208</b>	<b>226</b>

	Sex and Age of People placed on Community Service : 2004						
	15 - 17	18 - 25	26 - 35	36 - 45	46 - 55	56 +	TOTAL
Male	23	64	42	26	8	3	<b>166</b>
Female	7	5	3	6	1	1	<b>23</b>
<b>Total</b>	<b>30</b>	<b>69</b>	<b>45</b>	<b>32</b>	<b>9</b>	<b>4</b>	<b>189</b>
	Youths		Adult offenders				

The percentage of youths sentenced to Community Service increased slightly to 16% in 2004 from 14% in 2003 and 13% in 2002. This is the same as 2001 although it remains higher than 10% in 2000 and 11% in 1999.

#### Previous offending history of those placed on Community Service : 2004

16% of offenders placed on Community Service in 2004 had previously served a term of imprisonment compared with 19% in 2003 and 21% in 2002.

89% of offenders placed on Community Service in 2004 had previous convictions compared with 81% in 2003 and 75% in 2002.

#### Hours Worked

Community Service Offenders provided a total of 9,272 hours to the community in 2004. This statistic is being measured in a different way for 2004 and therefore comparison with previous years is no longer relevant.

Included in the 180 Community Service Orders are 23 made in relation to women (12%). This compares to 14% in 2003, 32 in 2002 (15%) and 37 in 2001 (16%).

Their offences were: Assaults (30%), Driving whilst impaired (17%), Drugs (17%), Larceny (9%).

## Principal tasks for the Jersey Probation and After-Care Service 2002-2007

- To provide written and verbal reports on offenders to assist the courts in bail and sentencing decisions
- To provide community supervision which reduces re-offending, allows offenders to make restitution and protects the public from further offending
- To work with the prison to provide integrated sentence planning and supervision programmes for prisoners, both in custody and in the community
- To consider the needs of the victims of crime throughout all areas of probation work
- To contribute towards developing more effective criminal justice policy
- To ensure that all sections of the community have equal access to our services
- To provide the courts with a social work service in matrimonial and adoption proceedings which recognise that the needs of the child are paramount
- To ensure that sufficient resources are provided for the JPACS to carry out its work and to ensure that the best use is made of the resources available

### Probation and After-Care Service

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