

DEPARTMENT OF JUSTICE

**CLAIRE SUGDEN MLA
Minister of Justice
Block B, Castle Buildings
Stormont Estate
Belfast BT4 3SG**

**Lord Morrow MLA
Northern Ireland Assembly
Parliament Buildings
Ballymiscaw
Stormont**

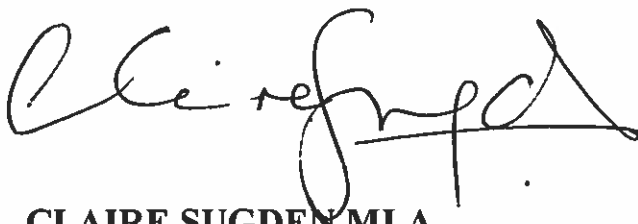
**21 October 2016
AQW/4760/16-21**

Lord Morrow (Fermanagh and South Tyrone) has asked:

To ask the Minister of Justice, pursuant to AQW/2795/16-21, to provide, or place in the Assembly Library, a copy of the standard pro forma template.

ANSWER

A copy of the template has been placed in the Assembly Library.

A handwritten signature in black ink, appearing to read 'Claire Sugden', written in a cursive style.

CLAIRE SUGDEN MLA

Notification of Serious Further Offence

1	NAME OF DEFENDANT/OFFENDER:						
2	PIMS REFERRAL NUMBER:						
3	DATE OF BIRTH:						
4	ADDRESS:						
5	NAME OF SUPERVISING PO:						
6	NAME OF AREA MANAGER:						
7	NAME OF ASSISTANT DIRECTOR:						
8	<p>ALLEGED SERIOUS FURTHER OFFENCE: Please identify</p> <ul style="list-style-type: none"> ▪ Full date and title of alleged offence ▪ Date of Charge ▪ Court and court location at which defendant appeared ▪ Date of initial court appearance ▪ Bail or Custody ▪ Details of the offence (include date, time, victim details and any other relevant information) 	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> </table>					
9	<p>CURRENT SENTENCE/ORDER: Please identify</p> <ul style="list-style-type: none"> ▪ Date Order/Licence made at Court. ▪ If a Licence, include date of release from custody. ▪ Additional Requirement? If so, what? 	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 40px;"></td></tr> <tr><td style="height: 40px;"></td></tr> </table>					

	<ul style="list-style-type: none"> ▪ Details of original offence ▪ Where Victim is registered with PBNI's Victim Information Unit (VIU), the date that the VIU was notified. 	
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RISK ASSESSMENT

10	<p>DATE LAST RISK ASSESSMENT COMPLETED:</p> <ul style="list-style-type: none"> ▪ ACE score and level of application ▪ RoSH ▪ Has a psychological/psychiatric assessment been completed? 	
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
11	<p>DETAILS OF THE OFFENDER:</p> <ul style="list-style-type: none"> ▪ Report on offender's level of compliance; include date of any initial breach action or recommendation for Recall. 	
12	<ul style="list-style-type: none"> ▪ What other agencies were involved in the supervision of the offender? Include where applicable, Social Services ref: Child Protection, Mental Health services, YJA, NIPS, ROP. <p>Links to PPANI</p>	

<p>This should set out any contact with the Area Manager/Probation Officer, any additional information available since the completion of the form. Also any recommendations for individual practice or learning and/ or organisational learning should be identified.</p> <p>AD to include recommendation ref: Deputy Director notifying Head of Communications.</p> <p>Date Deputy Director initially notified by Assistant Director</p> <p>Date of Deputy Director Initial Notification to Director</p>	<p>Signed: _____ Assistant Director</p> <p>Date: _____</p>
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**This form should be forwarded to the Line Assistant Director immediately (no later than 5 working days from when offender is charged).
A copy of this completed document should be returned to the supervising Probation Officer for attachment onto PIMS. (September 13)**