

## Useful Contact Numbers

Alloa Sheriff Court 01259 722734

Alloa Police Station 01259 723255

Alloa Health Centre 01259 215333

Benefits Office 01259 432600

Citizens Advice Bureau 01259 723880

Signpost Forth Valley 01259 726602

Clackmannanshire Council Homeless Team

Day (9am – 5pm) 01259 452397

Out of Hours 01259 452000

## Core Values of the Council

Commitment, Trust and Partnership

Openness and Accountability

Respect and Dignity

Equity, Fairness and Inclusion

یہ دستاویز کے بارے میں معلومات فراہم کرتا ہے۔ کیئریمینل جسٹس سروس  
اس دستاویز کو اپنی زبان میں سمجھنے کے واسطے اگر آپ کو مدد کی ضرورت ہے تو براہ مہربانی اسکو کونسل آفس  
لے جائیں اور ریسپشن پر پوچھیں۔ کونسل کے دفاتر کے پتے نیچے درج ہیں۔

گرین فیلڈ ہاؤس لائیم ٹری ہاؤس

ٹیلی بڈی روڈ کاسل سٹریٹ

آلوا آلوا

FK10 1EX FK10 2AD

這文件內容是有關 刑事司法公正服務。  
如你需要，我們可以用你的語言幫助你了解此文件的內容。  
請携同此文件到議局辦公室接待處查詢。辦公室地址如下：

Greenfield House 青田樓  
Tullibody Road  
Alloa  
FK10 2AD

Limetree House 檸樹樓  
Castle Street  
Alloa  
FK10 1EX

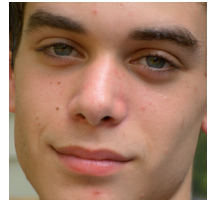
Niniejszy document udziela informacji na temat  
Sądownictwa Karnego.  
Jeśli chcieliby Państwo skorzystać z pomocy w  
zrozumieniu tego dokumentu w swoim języku, proszę go  
ze sobą zabrać do Biura Rady Miejskiej (Council Office)  
i zapytać w recepcji. Mogą Państwo znaleźć Biura Rady  
Miejskiej pod poniższymi adresami:

Greenfield House  
Tullibody Road  
Alloa  
FK10 2AD

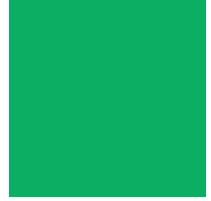
Limetree House  
Castle Street  
Alloa  
FK10 1EX

Further information can be obtained on the  
Clackmannanshire Council website: [www.clacksweb.org.uk](http://www.clacksweb.org.uk).

Contact the Research & Information Service on 01259 452519 to  
obtain further supplies of this leaflet or to request any changes.



## Criminal Justice Social Work Report



Your guide to how a Criminal Justice  
Social Work Report is conducted



Clackmannanshire  
Council

## **What is a Criminal Justice Social Work Report?**

You have appeared in Court and the Sheriff has decided that they need to know more about your circumstances before making a decision about sentencing you. In order to make sure that he / she has enough information in order to do this fairly, they have asked for a Criminal Justice Social Work Report.

## **What happens now?**

The Report is written by a Social Worker and you will receive an appointment letter to meet with a Social Worker from the Council's Criminal Justice Services. You may be asked to attend the Criminal Justice Service offices for interview and / or a visit may be made to your home address. Any travel costs will have to be met by you.

### **Please note - IMPORTANT**

**All appointment times must be kept. If you require to change an appointment you must contact your social worker immediately (Contact no. on back of this leaflet).**

**If you are on bail or have been ordained (ordered) to appear at Court, failure to keep appointments could result in you being held in custody to allow for the report to be prepared.**

## **Why has the Court requested a Report?**

The information in a Report will assist the Sheriff in coming to a decision with regard to sentencing options.

The information in the Report will include details on your background, present circumstances and details surrounding the offence.

## **What else is involved in writing a Criminal Justice Social Work Report?**

The Social Worker may have to check that the information you or your family provide is accurate. This includes other offences that you may have been charged with. Contact may be made with your employer or GP or other individuals or agencies that you have been in contact with and is relevant for inclusion in the report. If you believe that contact with any of the above may cause you a problem then this should be highlighted to the report writer and/or solicitor.

## **What happens in Court?**

Prior to the hearing of your case the Sheriff Clerk will give your solicitor a copy of the Report. If you or your solicitor do not have a copy of your report, you should request this from the Sheriff Clerk or Court Social Worker. There may be parts of the report that you feel should not be openly referred to in Court, these should be made clear to your solicitor or the Court Social Worker.

## **After the Court Hearing**

If you are unclear about the decision of the Court you should seek assistance from the Court Social Worker.

If you receive a Probation or Community Service Order it is more than likely that you will be interviewed by a Court Social Worker in connection with these sentences.

Should you receive a custodial sentence your Criminal Justice Social Work Report will be forwarded to prison and shared with Social Work and Prison staff who will be involved with you.

## **Your Right to Complain**

If you feel you have been treated unfairly you are entitled to make a complaint. In the first instance you should speak to your Supervising Officer or the Senior Social Worker / Team Manager who will tell you how to make a formal complaint.

For further information contact:

Criminal Justice Service,  
Glebe Hall, Burgh Mews,  
Alloa. FK10 1HS

Tel: 01259 721069

Fax: 01259 723998

Office Hours: 9am – 5pm

Emergency Duty Team - Tel: 01786 470500

(Out with office hours and on public holidays)