

Probation of Offenders Rules

Table of Contents

- 1 Citation**
- 2 Duties of Chief Probation Officer**
- 3 Probation Committee**
- 4 Male and female members**
- 5 Secretary to Committee**
- 6 Chairman of Committee**
- 7 Absence of chairman**
- 8 Meetings of Probation Committee**
- 9 Quorum**
- 10 Voting**
- 11 Chairman's casting vote**
- 12 Saving**
- 13 Case committees**
- 14 Convenor of case committees**
- 15 Duties of case committee**
- 16 Reports by volunteer probation officers**
- 17 Annual reports of case committees**

18 Pre-sentence report

19 Medical, psychiatric or psychological reports

20 Probation officer to have access to medical, etc., reports

21 Supervision

22 Case-records

23 Keeping of case-records

24 Dress rule

25 Forms

THE SCHEDULE

Legislative History

PROBATION OF OFFENDERS ACT (CHAPTER 252, SECTION 13(1))

PROBATION OF OFFENDERS RULES

R 1

G.N. No. S 43/1976

REVISED EDITION 1990

(25th March 1992)

[5th March 1976]

Citation

- 1. These Rules may be cited as the Probation of Offenders Rules.**

Duties of Chief Probation Officer

2. The duties of the Chief Probation Officer shall be as follows:

- (a) to be responsible to the Minister, or such other person as the Minister may from time to time appoint, for the administration of the probation service;
- (b) to assign probation officers, in accordance with the direction of a court, to prepare pre-sentence reports according to the guidelines set out in Form P.O. 1 in the Schedule on any person found guilty of an offence;
- (c) to maintain a register of all volunteer probation officers appointed under section 3(2) of the Act;
- (d) to maintain case-records and statistics of the work undertaken by probation officers;
- (e) to submit in the month of January of each year to the Minister a return of the persons dealt with during the preceding year; and
- (f) to perform such other duties as may be required to be performed by him under the Act, or by the Minister or other person appointed by the Minister.

Probation Committee

3. The Probation Committee shall consist of the following persons:

- (a) a representative of the Chief Justice, who shall be the Presiding Judge of the State Courts unless any other representative is appointed by the Chief Justice;
[S 660/2014 wef 01/01/2015]
- (b) the Chief Probation Officer;
- (c) *[Deleted by S 660/2014 wef 01/01/2015]*
- (d) 3 Magistrates to be selected by the Presiding Judge of the State Courts;
[S 255/2014 wef 14/04/2014]
- (e) a judge of the Youth Court;
[S 660/2014 wef 01/10/2014]
- (f) two advisers to the Youth Court to be selected by the panel of advisers, subject to the approval of the Minister; and
[S 660/2014 wef 01/10/2014]
- (g) 5 other persons to be appointed by the Minister.

Male and female members

4. There shall be male and female members in the Probation Committee.

Secretary to Committee

5. The Chief Probation Officer shall act as secretary to the Probation Committee.

Chairman of Committee

6. The Probation Committee shall appoint one of its members to act as chairman.

Absence of chairman

7. If the chairman is absent from any meeting of the Probation Committee at the time appointed for the holding of the meeting, the members present shall elect one of their members to act as chairman at the meeting.

Meetings of Probation Committee

8. Subject to these Rules, the Probation Committee shall meet at such times and place and shall make such arrangements as to the transaction and management of its business as it thinks proper.

Quorum

9. No business shall be transacted at any such meeting unless two or more members of the Probation Committee are present.

Voting

10. Every question at a meeting of the Probation Committee shall be determined by a majority of the votes of the members present and voting on that question.

Chairman's casting vote

11. In the event of an equality of votes, the chairman shall have a casting vote.

Saving

12. The proceedings of the Probation Committee shall not be invalidated by reason of any vacancy or vacancies amongst its members or any defect in the mode of appointment of any of its members.

Case committees

13. The Probation Committee shall appoint from among its members one or more case committees to deal with persons placed on probation.

Convenor of case committees

14. The Chief Probation Officer shall act as convenor of the case committee or committees.

Duties of case committee

15. A case committee shall —

- (a) receive and consider written and oral reports from probation officers and volunteer probation officers on the progress of each of the cases under their supervision;
- (b) afford such help and advice to probation officers and volunteer probation officers in performing their duties; and
- (c) direct, where necessary, any information furnished to the committee to be given to the court.

Reports by volunteer probation officers

16. Without prejudice to the foregoing provisions of these Rules any report by a volunteer probation officer may be presented to the case committee or to the court by a probation officer on behalf of the volunteer probation officer who submitted the report.

Annual reports of case committees

17. A case committee shall be required to furnish an annual report to the Probation Committee.

Pre-sentence report

18. A probation officer shall, in accordance with the directions of a court, prepare a pre-sentence report according to the guidelines set out in Form P.O. 1 in the Schedule on any person found guilty of an offence.

Medical, psychiatric or psychological reports

19. Where a court requires a pre-sentence report to be accompanied by a medical, psychiatric or psychological report on the person to whom the pre-sentence report relates, the probation officer shall obtain the medical, psychiatric or psychological report and forward it to the court with the pre-sentence report.

Probation officer to have access to medical, etc., reports

20. In the preparation of pre-sentence reports the probation officer shall have access to and take due note of the contents of any medical, psychiatric or psychological report.