

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

PROBATION OF OFFENDERS RULES

ARRANGEMENT OF RULES

Rule

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
-

[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.

Supervision

21. Subject to the provisions in the probation order, a probation officer or volunteer probation officer who undertakes the supervision of any probationer shall —

- (a) ensure that the probationer understands —
 - (i) the effect of the order placing him under his supervision; and
 - (ii) the court's power to amend or discharge the order;
- (b) keep in close touch with the probationer, and unless there is good reason for not doing so, visit his residence from time to time and require him to report at stated intervals:

Provided that the number of meetings for the first month of probation shall be not fewer than once a week;

- (c) where appropriate, in respect of a probationer, make use of any statutory or voluntary agency which might contribute to the probationer's welfare and take advantage of any available social, recreational, religious or educational facilities suited to the probationer's age, ability and temperament; and
- (d) where appropriate, endeavour to ensure that a probationer is in suitable and regular employment.

Case-records

22. A probation officer or volunteer probation officer shall maintain case-records on each case placed under his supervision and shall make entries of each case without delay.

Keeping of case-records

23. Case-records of probationers shall be filed at the office of the Chief Probation Officer.

Dress rule

24. A probation officer or volunteer probation officer shall not wear any uniform or badge distinctive of his office.

Forms

25. The forms to be used under the Act shall be in the form set out in Forms P.O. 1 to P.O. 8 in the Schedule.

THE SCHEDULE

Rules 2(b) and 18

FORM P.O. 1

PROBATION OF OFFENDERS ACT
(CHAPTER 252)

PRE-SENTENCE REPORT

THE SCHEDULE — *continued*

- I. IDENTIFYING DATA
- | | | |
|-----------------------|-----------------|-------------------|
| Probation Report No.: | Court: | |
| Case File No.: | Case No.: | |
| Name: | Date convicted: | |
| NRIC No.: | Bail/Remand: | |
| Citizenship: | Date sentenced: | |
| Date of birth: | Sex: | |
| Race: | Age: | Language/Dialect: |
| Address: | Religion: | |
| Telephone: | | |
| Offence(s): | | |
- II. FAMILY
- Nature of household
 - Information about father, mother and significant others
 - Family relationships/Marital relationships
 - Expectations, hopes and aspirations
- III. NEIGHBOURHOOD
- Type of neighbourhood
 - Nature of home
 - Local facilities and institutions
 - Relation between family and neighbourhood
 - Good and bad neighbourhood influences
- IV. FRIENDS AND ASSOCIATES
- General Information*
 - Relationship between friends, associates and family
 - Influence of friends and associates
- V. OFFENDER'S HISTORY
- General Information*
 - Appearance and personality
 - Physical and mental health
 - Educational and employment history
 - Leisure activities
 - History of delinquency and crime
 - Attitude to offence
 - Factors relevant to explaining the offence
 - Co-accused persons
- VI. OTHER PARTICULARS
- VII. PROBATION OFFICER'S ASSESSMENT
- VIII. RECOMMENDATIONS

.....
Date

.....
Signature of Probation Officer

.....
Name in Block letters

DECISION OF COURT:

FORM P.O. 2

PROBATION OF OFFENDERS ACT
(CHAPTER 252, SECTION 5)

PROBATION ORDER

THE SCHEDULE — continued

In the Court

Court Case No.

WHEREAS NRIC No.

(Name in full)

..... (hereinafter called the defendant)

(Address)

appeared before the Court and was on the

day of 19..... convicted/found guilty of the

offence

(State nature of offence)

AND WHEREAS the Court is of the opinion that having regard to the circumstances, including the nature of the offence and the character of the defendant, it is expedient to make a Probation Order against the defendant:

AND WHEREAS the Court has explained to the defendant the effect of this Order and the defendant has expressed the defendant's willingness to comply with the requirements thereof:

NOW, THEREFORE, it is hereby ordered that the defendant be required for the period of year(s) next ensuing to be under the supervision of a Probation Officer/Volunteer Probation Officer; and it is further ordered that the defendant shall during the said period comply with the following requirements:

- (a) that the defendant shall be of good behaviour and keep the peace;
- (b) that the defendant shall report to and receive visits from the Probation Officer/Volunteer Probation Officer;
- (c) that the defendant shall not change his job without the prior approval of the Probation Officer/Volunteer Probation Officer;
- (d) that the defendant shall notify the Probation Officer/Volunteer Probation Officer forthwith of any change of the defendant's residence or employment;
- (e) that the defendant shall carry out such lawful instructions as may from time to time be given by the Probation Officer/Volunteer Probation Officer;
- (f) *.....

Dated this day of 19

(Seal of the Court).

.....
District Judge/Magistrate

PAS Pre-Sentence Report No.

Investigating Probation Officer

(Name in Block letters)

*Insert any further requirement.

FORM P.O. 3

PROBATION OF OFFENDERS ACT
(CHAPTER 252, SECTION 6)

ORDER DISCHARGING OR AMENDING PROBATION ORDER

THE SCHEDULE — continued

In the Court
Court Case No.

The information of (Name of informant)
NRIC No. of (Address)
Singapore who (upon oath/affirmation) states:

..... NRIC No. (Name of probationer)
..... (Address) (hereinafter called the defendant)

was on the day of 19 convicted/found
guilty by the Court of the following offence(s):

On the day of 19, the said Court made
a Probation Order requiring the defendant to be under the supervision of a
Probation Officer/Volunteer Probation Officer for the period of
year(s) then next ensuing and further requiring the said defendant to *.....

The defendant did on the day of 19
fail to comply with the last mentioned requirement in that the defendant †

Taken and sworn/affirmed before me on this day of
19

(Seal of the Court).

.....
Signature of Informant

.....
District Judge/Magistrate

Order of the Court

PAS Case File No.

Supervising Probation Officer/
Volunteer Probation Officer
(Name in Block letters)

*Here set out requirement which is contravened.

†Here set out particulars of breach.

THE SCHEDULE — *continued*

FORM P.O. 5

PROBATION OF OFFENDERS ACT
(CHAPTER 252, SECTION 9)

INFORMATION OF COMMISSION OF FURTHER OFFENCE DURING
PROBATION PERIOD

In the Court
Court Case No.

The information of who
(upon oath/affirmation) states: *(Name of informant)*

..... NRIC No.
(Name of probationer)
of (hereinafter called the defendant)
(Address)

was on the day of 19 convicted/found
guilty by the Court of the following offence(s):

On the day of 19 the said Court
made a Probation Order against the defendant for the period of year(s)
next ensuing subject to the condition that the defendant should commit no offence
during the period:

The defendant was on the day of 19
convicted/found guilty by the Court of the following offence(s):

.....
committed by the defendant during the said period, to wit, on the day of
..... 19 and was sentenced/ordered to

Taken and sworn/affirmed before me on the day of
19

.....
Signature of Informant

(Seal of the Court).

.....
District Judge/Magistrate

Order of the Court

PAS Case File No.

Supervising Probation Officer/
Volunteer Probation Officer
(Name in Block letters)

THE SCHEDULE — continued

FORM P.O. 6

PROBATION OF OFFENDERS ACT
(CHAPTER 252, SECTION 10(1))

BOND OF SECURITY FOR GOOD BEHAVIOUR IN RESPECT OF A
PROBATIONER

In the Court
Court Case No.
Before the Court holder of
(Name of probationer)
NRIC No. of
(Address)
(hereinafter called the probationer) having appeared before the
Court on the day of 19

And a Probation Order having been made by the said Court requiring the
probationer for the period of year(s) next ensuing to be under the
supervision of a Probation Officer/Volunteer Probation Officer and further
requiring the said probationer:

- (a) to be of good behaviour and keep the peace;
- (b) to report to and receive visits from the Probation Officer/Volunteer
Probation Officer;
- (c) not to change his job without the prior approval of the Probation
Officer/Volunteer Probation Officer;
- (d) to notify the Probation Officer/Volunteer Probation Officer forthwith of
any change in the probationer's residence or employment;
- (e) to carry out such lawful instructions as may from time to time be given
by the Probation Officer;
- (f) *

I/We hereby acknowledge myself/ourselves surety/sureties for the said proba-
tioner that the probationer will comply with the aforesaid requirements and in case
of the probationer making default therein, I/We bind myself/ourselves jointly and
severally to forfeit to the Government the sum of dollars
..... only.

Dated this day of 19

1. Signature 2. Signature
Name Name
NRIC No. NRIC No.
Address Address

Acknowledged before me,

.....
Sworn Interpreter

(Seal of the Court).

.....
District Judge/Magistrate

PAS Pre-Sentence Report No.
Investigating Probation Officer
(Name in Block letters)

*Insert any further requirement.

THE SCHEDULE — *continued*

FORM P.O. 7

PROBATION OF OFFENDERS ACT
(CHAPTER 252, SECTION 9)

INFORMATION OF COMMISSION OF FURTHER OFFENCE DURING
PROBATION PERIOD

In the Court

Court Case No.

The information of who (upon
oath/affirmation) states:

(Name of informant)

..... NRIC No. of
(Name)

..... (hereinafter called the defendant)
(Address)

was on the day of 19 convicted/found
guilty by the Court of the following offence(s):

On the day of 19 the said Court discharged
the defendant subject to the condition that the defendant should commit no offence
during the period of months then next ensuing:

The said defendant was on the day of 19
convicted/found guilty by the Court of the following offence(s):

committed by the defendant during the said period, to wit, on the day of
..... 19 and was sentenced/ordered to

Taken and sworn/affirmed before me on the day of
19

.....
Signature of Informant

(Seal of the Court).

.....
District Judge/Magistrate

Order of the Court

THE SCHEDULE — *continued*

FORM P.O. 8

PROBATION OF OFFENDERS ACT
(CHAPTER 252, SECTION 10(1))

BOND OF SECURITY FOR GOOD BEHAVIOUR IN RESPECT OF A PERSON
CONDITIONALLY DISCHARGED

In the Court

Court Case No.

Before the Court holder of
(Name)

NRIC No. of
(Address)

(hereinafter called the defendant) having appeared before the
Court on the day of 19

And the Court having ordered that the said defendant be discharged subject to
the condition that the defendant commits no offence during the period of
year(s) next ensuing.

I/We do hereby acknowledge myself/ourselves surety/sureties for the defend-
ant that the defendant will comply with the said condition and in case of the
defendant making default therein I/We bind myself/ourselves jointly and severally
to forfeit to the Government the sum of dollars
only.

Dated this day of 19

- | | |
|--------------------|--------------------|
| 1. Signature | 2. Signature |
| Name | Name |
| NRIC No. | NRIC No. |
| Address | Address |
| | |

Acknowledged before me,

.....
Sworn Interpreter

(Seal of the Court).

.....
District Judge/Magistrate

PAS Pre-Sentence Report No.

Investigating Probation Officer
(Name in Block letters)

LEGISLATIVE HISTORY
PROBATION OF OFFENDERS RULES
(CHAPTER 252, R 1)

This Legislative History is provided for the convenience of users of the Probation of Offenders Rules. It is not part of these Rules.

1. G. N. No. S 43/1976 — Probation of Offenders Rules 1976

Date of commencement : 5 March 1976

2. 1990 Revised Edition — Probation of Offenders Rules

Date of operation : 25 March 1992

3. G.N. No. S 255/2014 — Probation of Offenders (Amendment) Rules 2014

Date of commencement : 14 April 2014

4. G.N. No. S 660/2014 — Probation of Offenders (Amendment No. 2) Rules 2014

Date of commencement : 1 October 2014

5. G.N. No. S 660/2014 — Probation of Offenders (Amendment No. 2) Rules 2014

Date of commencement : 1 January 2015