



Probation Report

ACT Public Service

General Information for Supervisors

The purpose of this report is to gain an accurate description of the probationer's conduct and work performance, (usually over a 3 month period, longer for some classifications) so that a decision may be taken on the continuation or extension of probation or the confirmation or annulment of appointment as appropriate. The report also enables deficiencies in a probationer's work performance to be highlighted and provides for action to be identified to seek to overcome these deficiencies.

It is important to identify an officer's strengths and weaknesses at an early stage so that appropriate development action can be taken during the probationary period. Such action should minimise the likelihood of poor work performance occurring after an officer has been confirmed or disciplinary action being necessary.

At the commencement of their probation period

- Explain the probation process and what it entails;
- Explain the nature of their duties and the standard expected of them (inc. attendance, flex-time, general conduct and behaviour towards colleagues and customers etc.); and
- Inform the employee in writing of the criteria and objectives to be met for the appointment to be confirmed.

During the probation period

- Regularly monitor the performance of the employee and give regular feedback in addition to the probation reports required. Regular feedback provides the opportunity for the employee to rectify any performance problems during their probation.
- Provide specific on-the-job training or development opportunities to help the employee perform in their job.
- Complete one month and two month probation reports, provide the employee with a copy and discuss the report with the employee. The employee must be provided with an opportunity to respond within seven working days.
- If the probation period is longer than 3 months, complete further probation reports each month with the final report being sent to recruitment services at least 2 weeks prior to the confirmation date;
- All completed probation reports must be forwarded to the Recruitment Officer by the designated date; and

NB: Under Industrial legislation an employee must be advised in writing of any extension to their probationary period prior the initial period ending. It is therefore critical that the probation reports are received by recruitment services in advance.

Writing A Probation Report Examples

**D. H. Thorpe,D. Smith,C. J. Green,J. H.
Paley**

Writing A Probation Report Examples:

Report Writing for Criminal Justice Professionals Larry S. Miller, John T. Whitehead, 2010-11-24 So much of the process of criminal justice depends on good documentation and criminal justice professionals can spend as much as 50 75% of their time writing up administrative and research reports Much of the legal process depends on the careful documentation that records crucial information And yet most of these law enforcement security corrections and probation and parole officers have not had adequate training in how to provide a well written accurate brief and complete report Report Writing for Criminal Justice Professionals provides practical advice on report writing with specific writing samples and guidelines The authors go beyond the routine English grammar approach to deal with the difficult but often ignored problem of documentation that will hold up in court Important concepts are emphasized with related checklists forms and pull out chapter tests The material is organized into three sections The Nature of Report Writing The Mechanics of Report Writing and The Modernization of Report Writing NEW TO THIS EDITION Updated and revised with new material on forensics and scientific reports crime reporting common errors in forensic reports and automation of report writing Appendixes are thoroughly revised with new examples of reporting forms worksheets and reports including a sample forensic lab report and presentence investigation report Text complemented by numerous examples sample reports and tools Each chapter concludes with a sample test for the reader to self evaluate learning Appendices include model reports examples of agency instructions for completing report forms and selected readings

Report Writing for Social Workers Jane Watt, 2012-12-14 Many students and qualified workers in all areas of social work feel apprehension at the prospect of writing a formal report for a court or tribunal Writing may be a fundamental skill but it is one that students and practitioners cannot afford to take for granted Recent reviews Baby P Serious Case Review processes highlighted the need for clear reports recording and written communication between professionals This practical and accessible textbook presents the report writing process in a clear and straightforward way From methods of collecting and presenting evidence to drawing conclusions and writing up a final report

California. Court of Appeal (1st Appellate District). Records and Briefs California (State)., The Writings of Thomas Jefferson: Being His Autobiography, Correspondence, Reports, Messages, Addresses, and Other Writings, Official and Private Thomas Jefferson, 1871

Report Writing for Criminal Justice Professionals Jerrold G. Brown, Clarice R. Cox, 1998

Annual Report of the Normal, Model, Grammar, and Common Schools in Upper Canada Ontario. Department of Education, 1870

Annual Report of the Normal, Model, Grammar, and Common Schools in Ontario for the Year ... Ontario Chief Superintendent of Education, 1873

Report of the Minister of Education Ontario. Department of Education, 1873

Reports of the Minister of Education Ontario. Department of Education, 1873

Report of the Minister of Education, 1873

The Sentencing Dispositions of New York City Lower Court Criminal Judges James R. Davis, 1982

Annual Report and Proceedings of the Annual Conference National

Council on Crime and Delinquency,1926 **Lawyers' Reports Annotated** ,1902 Annual Report and Proceedings of the Annual Conference National Probation Association (U.S.),1927 *The Lawyers Reports Annotated* ,1902 **Research Methods for Criminal Justice and Criminology** Dean J. Champion,2000 General overview of research methods and statistics using criminal justice data as a backdrop This book addresses ethics research designs sampling data collection strategies computers and also includes statistical tables *People of the State of Illinois V. Beachem* ,2007 **Out of Care** D. H. Thorpe,D. Smith,C. J. Green,J. H. Paley,2024-08-01 The late 1970s saw the emergence of a heated debate on the treatment of juvenile delinquents The argument was usually presented as being between the exponents of law and order and punishment on the one hand and the soft advocates of social work and treatment on the other Originally published in 1980 Out of Care The Community Support of Juvenile Offenders took issue with both sides and argued that it was the juvenile justice system itself which was at fault Much of the debate about the merits or otherwise of the 1969 Children and Young Persons Act had been conducted in an informational vacuum For the authors the most important point is that while this self interested and politically disingenuous debate had been continuing more and more supposedly delinquent children had been locked up quite contrary to the intentions of the Act The book however goes further than a mere critique of the existing system at the time It also offers very direct and practical advice on what can be done advice aimed at the police and magistrates and especially at social workers and probation officers both agency managers and field level practitioners It describes practical ways of collecting information to modify local policies and suggests innovative and imaginative ways of working face to face with juvenile offenders The book is unusual in that it combines this practical usefulness with a detailed analysis of certain key themes in contemporary criminological theory All the authors had backgrounds in social work or probation practice as well as recent experience of research into intermediate treatment and the workings of the juvenile justice system at the time They were therefore able to offer a unique combination of perspectives drawing on social policy theories of delinquency justice and the state field research and social work practice *Justice of the Peace and Local Government Review* ,1929 **Probation and Parole in Practice** Steven Dillingham,Reid H. Montgomery,Richard W. Tabor,1990 Topics covered include probation parole officers counselling tech

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