



HM Prison &  
Probation Service

**SERIOUS FURTHER OFFENCE REVIEW PRO-FORMA  
TO NOTIFY WCU OF VICTIM ELIGIBILITY**

To be completed by the probation SFO lead or SFO SPOC, and sent to the Witness Care Unit handling the victim(s) of the new offence and copied to HMPPS SFO Team.

Name of supervised individual:	D.O.B:
Offence supervised individual has been charged with:	

Name of victim:	D.O.B:
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(**insert name of supervised individual**) was under probation supervision when the offence was committed / within 28 days of the offence being committed (**delete as appropriate**).

(**insert Probation Service Region**) will carry out a Serious Further Offence review of the supervised individual's management at the time the offence was committed.

On conviction for this offence or another offence listed below, please inform the victim(s) of their entitlement to receive feedback about the SFO review. The victim(s) should be informed about this entitlement at the same time they are informed about the Victim Contact Scheme.

For more information, the victim should be directed to (**insert Probation Service Region**).

## OFFICIAL-SENSITIVE WHEN COMPLETED

If the supervised individual is acquitted of this offence, or is convicted of a different offence, which is not listed below, the victim will not be entitled to feedback from any SFO Review and must not be informed of the process. The supervised individual must be convicted of one of the following (including attempted offences, or conspiracy to commit offences):

- Murder
- Manslaughter
- Rape
- Assault by penetration
- A sexual offence against a child under 13
- An attempt at any of the above
- Causing death by dangerous driving, causing death by careless driving when under influence of drink or drugs, causing death by driving: disqualified drivers or aggravated vehicle-taking involving an accident which caused the death of any person
- Offences under the Terrorism Act 2000, Anti-terrorism, Crime and Security Act 2001 and the Terrorism Act 2006

For more information, and to confirm upon conviction whether the victim is eligible, please contact:

<b>Contact name:</b>	<b>Probation Service Region:</b>
<b>Telephone number:</b>	<b>Email address:</b>