



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Guideline for Telephone Call

Mentor Introduction

Adopted: 9 Jul 2018

Introductions:

- * Confirm that you have the correct person
 - Is this _____?
- * Introduce yourself
 - My name is _____ (first name). I am the Mentor assigned by the Arrowsmith Community Justice Program
 - For your case of, "_____" (state offence), you have already met with the ACJS Facilitators _____ and _____.
 - You are aware of this, right?

Note: If you are dealing with a youth, also ask to speak to the parent listed on the form before/ after talking to the offender. If they are not available, arrange a contact time for a return phone call.

Discussion:

- * Explain your role as a Mentor is to provide guidance on:
 - Preparing for the conference,
 - Reaching an acceptable resolution agreement,
 - Completing the resolution agreement.
- * Ask them if they have any questions about the conference.
- * Ascertain if they have thought about possible ways to restore the harm their offence has caused.
 - Feel free to make suggestions
 - Find out if they are capable of making monetary restitution, if that is relevant.
 - If community service is a possibility, find out if they have some ideas about what they could do.
 - Explore any creative ideas they have for restoring the harm.
- * Arrange a face-to-face meeting if recommended by the facilitators.
- * Establish a time and place for this meeting
 - If they would like to have the meeting at their home confirm you have the correct address
 - If they would like to meet in a public place ask for a recommendation of where they would like to meet.

- * Determine if the parent/guardian will be attending the meeting
 - If the parent/guardian isn't attending the meeting make sure you confirm with them it is ok to meet with the offender
- * Don't forget you will need one of the Facilitators present, have some of their available dates written down before making the call.

CONCLUSION:

- * Ask again if they have questions
- * Leave a number which they can call for further information, etc. Either the office number (250) 954-2968 or your own number if you are comfortable with that.