



## ARROWSMITH COMMUNITY JUSTICE SOCIETY

# Appeal Policy

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Adopted: 9 Sep 2021

### **GUIDING PRINCIPLES:**

1. Arrowsmith Community Justice Society (ACJS) Board acknowledges its responsibility to provide a fair and respectful process of appeal for all offenders whose cases are refused by the ACJS Program Coordinator

### **PROCEDURE:**

1. When a case is referred to the ACJS Program Coordinator and is rejected the appeal process shall be as follows:
  - a) An appeal can be initiated by written submission
  - b) Board of Directors will designate a committee of three ACJS members. Committee members will be new to the case and not have been involved in any previous discussions held during the referral process. The committee shall include the Board Chairperson or designate
  - c) The committee will seek input on the particulars of the case from the coordinator, the referral agent and the party initiating the appeal
  - d) The appellant will be given a reasonable opportunity to make oral and/or written submissions to the committee
  - e) The appellant is entitled to know the reasons for the original rejection and all new relevant information that will be considered by the committee
  - f) The appellant will be provided with the committee's final decision and the reasons for the decision in writing
  - g) The decision of the committee shall be final

### **PROCEDURE FOR RCMP NON-REFERAL**

1. When the RCMP do not refer a case to the ACJS Program but interested parties, e.g. parents, school officials, clergy, etc., feel strongly that the offender should be considered for restorative justice, it is the RCMP's responsibility to review their decision.