



# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Checklist

Adopted: 14 Oct 2014  
Revised: 11 Jan 2018

Case File # \_\_\_\_\_

<b>Coordinator</b>	<b>Clerical Staff/RCMP</b>
<input type="checkbox"/> Referral form completed properly	
<input type="checkbox"/> Agreement to Participate form completed and signed	<i>File signed out to RJ</i>
<input type="checkbox"/> New file created	
<input type="checkbox"/> Record acceptance in police file (blue sheet)	
<input type="checkbox"/> Check officer availability (Watch Schedule)	
<input type="checkbox"/> Conference Team assigned	
<input type="checkbox"/> Record assigned volunteers in Volunteer Log	
<input type="checkbox"/> Record case in Case Log	
<input type="checkbox"/> Prepare information package for conference team	
<input type="checkbox"/> Thank the referral agent	
<b>Facilitator/Conference Team</b>	
<input type="checkbox"/> Offender contacted and initial meeting set	
<input type="checkbox"/> Victim contacted and initial meeting set	
<input type="checkbox"/> Pre-Conference meeting(s)	
<input type="checkbox"/> Consultation with coordinator as needed	
<input type="checkbox"/> Ask for coaching (optional)	
<input type="checkbox"/> Confirmation of location of conference site	
<input type="checkbox"/> Conference date arranged	
<input type="checkbox"/> All parties notified	
<input type="checkbox"/> Offender	<input type="checkbox"/> Offender support
<input type="checkbox"/> Victim	<input type="checkbox"/> Victim support
<input type="checkbox"/> Coordinator	<input type="checkbox"/> Mentor
<input type="checkbox"/> Seating plan and preparations complete	<input type="checkbox"/> Investigating Officer
<input type="checkbox"/> Conference completed	<input type="checkbox"/> refreshments arranged
<input type="checkbox"/> Resolution Agreement signed and copies handed to all parties concerned	<i>Clerical staff score file 79/80 Remove member responsibility (#5)</i>
<input type="checkbox"/> Evaluation forms distributed (optional)	
<input type="checkbox"/> Debrief the conference with conference team	
<input type="checkbox"/> Return the forms and resolution agreement in envelope to the coordinator	
<input type="checkbox"/> Terms of resolution agreement monitored and reviewed	
<input type="checkbox"/> Case Information Sheet #4 completed	
<input type="checkbox"/> Report to victim	
<input type="checkbox"/> Inform the coordinator of the resolution results. (complete/incomplete)	
<input type="checkbox"/> Mail out closure letter provided by the coordinator	
<b>Mentor</b> <input type="checkbox"/> Required <input type="checkbox"/> Not Required	
<input type="checkbox"/> Initial meeting with facilitators/team	
<input type="checkbox"/> Initial meeting with family held	
<input type="checkbox"/> Resolution Agreement completed	
<input type="checkbox"/> Documentation filed with coordinator	
<input type="checkbox"/> File closed	

<b>Coordinator</b>		
<input type="checkbox"/>	Put copy of contract into the file	
<input type="checkbox"/>	Send out evaluation forms (victim, offender, others) at case completion	<i>Diary date police file to be returned at the resolution completion</i>
<input type="checkbox"/>	Send closure letter to mentor (to be mailed by the mentor to the offender) copies to the victim, officer (include police file #) and police file	
<input type="checkbox"/>	Complete data input	
<input type="checkbox"/>	Return evaluations and any follow up information to our file.	
<input type="checkbox"/>	Close police file to concluded files	<i>Conclude file</i>