



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Checklist

Adopted: 14 Oct 2014
Revised: 18 Nov 2019

Case File # _____

Coordinator

- Referral form completed properly
- Agreement to Participate form completed and signed
- New file created
- Record acceptance in police file (blue sheet)
- Check officer availability (Watch Schedule)
- Conference Team assigned
- Record assigned volunteers in Volunteer Log
- Record case in Case Log
- Prepare information package for conference team
- Thank the referral agent

Clerical Staff/RCMP

File signed out to RJ

Facilitator/Conference Team

- Offender contacted and initial meeting set
- Victim contacted and initial meeting set
- Pre-Conference meeting(s)
- Victim to sign Agreement to Participate form
- Consultation with coordinator as needed
- Ask for coaching (optional)
- Confirmation of location of conference site
- Conference date arranged
- All parties notified
 - Offender
 - Victim
 - Coordinator
 - Offender support
 - Victim support
 - Mentor
- Seating plan and preparations complete
- Conference completed
- Resolution Agreement signed and copies handed to all parties concerned
- Evaluation forms distributed (optional)
- Debrief the conference with conference team
- Return the forms and resolution agreement in envelope to the coordinator
- Terms of resolution agreement monitored and reviewed
- Case Information Sheet #4 completed
- Report to victim
- Inform the coordinator of the resolution results. (complete/incomplete)
- Mail out closure letter provided by the coordinator
- Destroy notes by shredding/burning or retn to Coor.

- Investigating Officer
- refreshments arranged

*Clerical staff score file 79/80
Remove member responsibility (#5)*

Mentor Required Not Required

- Initial meeting with facilitators/team
- Initial meeting with family held
- Resolution Agreement completed
- Documentation filed with coordinator
- File closed

Coordinator

- Put copy of contract into the file
- Send out evaluation forms (victim, offender, others) at case completion *Diary date police file to be returned at the resolution completion*
- 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
- Complete data input
- Return evaluations and any follow up information to our file.
- Close police file to concluded files *Conclude file*