



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Restorative Justice

Pre-Conference Checklist (Victim)

Revised: 18 Nov 2019

Case File # _____

Date of Meeting: _____

Brochure and Card Left

Give the brochure to participant and inform them they may call the Coordinator if they have any concerns about the process or the facilitators.

Community Conference Explained

Who are we?

“A non-profit community service program”

Where we get our referrals?

“From RCMP or Crown Counsel”

What do we do?

“Facilitate a community conference for you, the offender, and the community”

What's the goal?

“Allow you to explain the details of the crime, the impact it has had on you and to ask questions. You provide input into an agreement that helps make it right.”

Outline the Process

Voluntary participation

“Both you and the offender are free to withdraw from the process at any time.”

“The offender has admitted committing the act and has agreed to participate in this process to repair the harm.”

“If the offender does withdraw, the case goes back to the RCMP for further action.”

Barriers

“Do you have any physical or mental barriers that would prevent you from completing the process successfully?”

Who will be present

Support person(s) for the offender:

Name: _____

Phone No: _____

Conference team role

- Not to judge
- Guide the process
- Provide a safe and respectful environment
- Be impartial
- Provide support until resolution is completed
- Reassure participant all information is confidential

“At ACJS we take appropriate measures to secure your personal information, destroy it when necessary, and only share it with parties involved in the process. Our process is highly confidential with three exceptions:”

1. If there is disclosure about the safety of a child
2. If there is disclosure of another criminal offence
3. If the information disclosed is used to respond to an emergency that threatens the life, health, or security of an individual or the public.

The team is required to report any such disclosure to the RCMP

The Process

1. An opportunity to tell your story
2. an opportunity to ask questions and explore issues important to you
3. An opportunity to participate in a fair, reasonable agreement to repair the harm

Questions

What do you need to feel supported through this process?
What was your experience of the harm?
What were you thinking/feeling at the time?
What are you thinking/feeling now?
What are the main issues for you?
What would you like to see happen as a result of the conference?

Areas of Concern to be Brought to Conference

Damage/ Loss Estimate: _____
Receipts or Invoices: _____
Expected Resolution: _____

Comments: _____

What is the best way to contact you through this process (phone number, texting, email address)? What times and days are best for contact?

Inform Next Step

- Contacting other participants
- Setting conference date and time
- While voluntary, if either party fails to complete the process, the case will be returned to the RCMP
- What happens if the contract is not fulfilled? *The offender is no longer eligible for future RJ*
- At times contracts may require adjustments for various reasons. All parties must agree.

Potential Conference Dates and Times
