



# ARROWSMITH COMMUNITY JUSTICE SOCIETY

## Pre Conference Checklist (Offender)

Revised: March 2018

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

Date of Meeting: \_\_\_\_\_

**Brochure and Card Left**

Go over brochure with participants and inform them that 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 victim, 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 and to have input into an agreement that helps make it right.”***

**Outline the Process**

Voluntary participation

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

***“If you do 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
- to provide support as you complete the resolution agreement
- all information is confidential with two exceptions:
  1. A disclosure about the safety of a child,
  2. A disclosure of another criminal offence.

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 hear how your actions affected others
3. An opportunity to participate in a fair, reasonable agreement to repair the harm

**\*\*IMPORTANT\*\***

Explain the Agreement to Participate form and have all necessary parties sign and date.  
-Return original copy to Coordinators ASAP.

**Explore Client's Version of Events** (facts & feelings)

Admits committing the act?	(Y) ____	(N) ____
Admits the act was wrong?	(Y) ____	(N) ____
Willing to sit in conference and repair the harm done?	(Y) ____	(N) ____

**Questions**

- Tell what happened.
- What were you thinking/feeling at the time?
- Tell about your arrest.
- Who has been affected?
- How do you think they were affected?
- What are you thinking/feeling now?

**Repairing the Harm**

- In your opinion what is the damage or loss as a result of your actions?  
\_\_\_\_\_
- What might you be able to do to repair the harm?  
\_\_\_\_\_
- What do you think the victim will expect?  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Areas of Concern to be Brought to the Conference**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Inform of Next Step** (Contacting other participants and setting conference time)
- Questions or Concerns** (Contact the team members if you have any questions about the process, or the Coordinator if you have a concern about team members)
- Potential Conference Dates and Times**

\_\_\_\_\_  
\_\_\_\_\_