



## ARROWSMITH COMMUNITY JUSTICE SOCIETY

### Guideline for Telephone Preconference

### Shoplifting Offences

Revised: 8 November 2015

#### **INTRODUCTIONS:**

- \* Confirm that you have the correct person
  - Is this \_\_\_\_\_?
- \* Introduce yourself
  - My name is \_\_\_\_\_(first name). I represent the Arrowsmith Community Justice Program
  - Your case, "Theft under \$5000" (or other), has been referred to our program by the RCMP
  - You are aware of this, right?

Note: If you are dealing with a youth, ask to speak to the parent listed on the form and if they are not available, arrange a contact time or a return phone call.

Sometimes you have to preset a date; other times you will need to notify them later.

#### **INTERVIEW:**

- \* Ensure that they acknowledge their offense/case
- \* Ask them to tell you briefly what happened. They don't have to go into great detail, but enough to convince you that they are aware of what this is about.
- \* Ensure that they are willing to take responsibility and participate
- \* Ask them to consider who their actions have affected and how
- \* Tell them that in most of these cases there is a donation made to an agreed upon charity or an agreement for community service. Alternate suggestions are considered. A store ban for a period to be determined is to be expected
- \* Take names of support people
- \* Confirm spelling of name(s), address and contact information
- \* Check for availability for conference. Inform that they are usually held in the evening at the RCMP Detachment or at the Qualicum Quality Foods Store.

**CONCLUSION:**

- \* Ask if they have questions
- \* Instruct that when they arrive at the detachment for their meeting that they wait on the porch, but NOT to pick up the red phone as that calls Courtenay dispatch.
- \* Leave a number which they can call for further information, etc. Either the office or your own number if you are comfortable with that.