



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Guideline for Telephone Preconference Traffic 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, “_____” (state offence), 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.
- * Ascertain if there has been a “Traffic Ticket” issued with regard to the offence in question and the status of any such ticket.
- * 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.
- * Take names of support people
- * Confirm spelling of name(s), address and contact information
- * Check for availability for conference. Inform them about the location for the conference, if known.

CONCLUSION:

- * Ask if they have questions
- * Leave a number which they can call for further information, etc. Either the office or your own number if you are comfortable with that.