



For criminal matters only, complete police section below. For more information call 250-510-8473

Police File No.

Police Contact (name):

Restorative Justice – Community Referrals

Part 1: Case Referral

For a Company/Organization criminal referral to Restorative Justice: (1) confirm offender’s identity; (2) contact police for record check and suitability for RJ, and obtain File No.; (3) submit completed form at www.restorativejusticecowichan.ca

Referrals to Restorative Justice (“RJ”) may also be made by police officers using RCMP form ED6139.

For non-criminal matters submit completed form at www.restorativejusticecowichan.ca

A. Company/Organization & Complainant Information

Company/Organization Name:

Address, Telephone:

Complainant Information (company/organization representative)

Name:

Position:

Telephone:

Email:

By submitting this form the Complainant agrees to the use of its contents for the restorative justice process, and represents that the Complainant is authorized by their Company/Organization to make these disclosures.

B. Offender/Responsible Party Information

Name:

Date of Birth:

Address:

Phone Number:

Email:

Is the offender/responsible party Indigenous?

Yes

No

Unsure/Declined to state

If a Young Person, complete this section:

Was the offender/responsible party a young person (under 18 years of age) at the time of the offence?

Have the parents/legal guardians of the young person been informed of the Restorative Justice Program referral for this incident?

Yes

No

Parent/Legal Guardian Information

Name:

Relationship:

Telephone:

Email:

Consent: *it is the referrer’s responsibility to confirm and record that the offender/Responsible Party, and parent/legal guardian (if applicable), consent to the release of personal information to Restorative Justice. For police referrals: use RCMP consent form 5747e. For organizations making direct referrals, a sample Consent form is provided in the Appendix.*

C. Complaint Information

**Date and Time of Incident
(or) Time Period of Conflict:**

Location of Incident/Conflict:
Facility name and address

Nature of Incident/Conflict:
E.g. Theft, Assault, Harassment, etc.

Party History and Incident Details

Briefly describe the circumstances, events, and parties involved: what happened, who was responsible, who was harmed and how were they harmed. Indicate any accomplices or secondary parties (others responsible or harmed), witnesses, admissions, expressions of remorse, and relevant history between the parties. Note any real or perceived issues of addiction, poverty, mental illness, abuse, etc., if relevant to understanding or resolving the conflict.

Part 2: Restorative Justice Information

Restorative Justice (“RJ”) is an alternative to the court system. It is only suitable for cases where the offender (aka Responsible Party) has taken responsibility for their wrongful act, expressed remorse, and wants to make it right.

RJ is voluntary, and the Responsible Party may withdraw their participation at any point. If they withdraw the case is returned to the referring agency. A returned case may be further reviewed by police and/or prosecutors. As a practical matter, withdrawal of participation rarely occurs.

RJ caseworkers first conduct confidential intake interviews. A Community Justice Forum (“Forum”) is then scheduled where the parties and other participants will discuss what happened, who is responsible, who was harmed and how they were affected, and what can be done to make it right.

The Forum ends with a Resolution Agreement, which is written as a contract. If the Responsible Party fulfills the agreement within the specified timelines, the case is considered closed.

Most RJ cases are successfully completed with positive outcomes. When a case falters it is usually for one of two reasons: (1) the Responsible Party did not understand what restorative justice is or they do not feel responsible for their wrongdoing and the harm that was done; or (2) the caseworkers were unable to contact the parties.

Referrers can guard against these problems by clearly explaining restorative justice to the Responsible Party, and ensuring they are genuinely taking responsibility and expressing remorse. Also, be sure to collect clear and complete contact information including emails and alternate phone numbers.

Appendix: Sample Consent Form

Consent for Release of Information

Police File No. _____ (if applicable)

Regarding the incident occurring/reported on (date) _____

at location _____,

I hereby authorize the Company/Organization (name) _____

to release my personal information to a Restorative Justice facilitator:

Name: _____ Telephone: _____

Address: _____

Email: _____

I understand and agree that this information may be used by the Company/Organization, police, and restorative justice caseworker to contact me for the purposes of the restorative justice process.

Signed on _____ at _____
Date City

Signature

Print Name

If a young person, parent/legal guardian consent:

Signature

Print Name