



### Police Referral Checklist

Each partnering police department sets its own referral criteria for C4RJ. Our internal criteria are very broad: 1) an offender is taking responsibility; 2) a victim is not vetoing the referral; and 3) we can reasonably assure a safe process. If your police department has a review process for potential referrals, you may wish to use the following verbiage with victims, offenders, supporters at the time of the incident:

“This case *may* be referred to an agency we partner with called ‘Communities for Restorative Justice’. The process they offer allows victims to ask questions and seek repair, and will give offenders a chance to make right. You can learn much more at [www.c4rj.com](http://www.c4rj.com). There’s no guarantee that the case will be referred. We will let you know soon.”

Once you’ve determined that a case is eligible for referral within your department, please relay the following to C4RJ. Much of this is typically contained in a police incident report which we can accept as the referral.

- Victim/s (and supporters, if applicable) first and last names, with address; and
- Victim home phone number and cell phone numbers
- Names of offender(s)
- Names of supporters/parents (are parents married or separated?)
- Addresses and phone numbers (both parents if they are separated)
- Age of offender; if youth, the school attended and grade
- Laws that were broken and possible penalty
- Other action expected to be taken (e.g. clerk hearing, court, other complaint to be held by police.)
- Police Report, including incident narrative
- Supporting information (e.g. concerns about offender’s psychological issues, possible learning disorders, views of the parents, victim, supporters, etc.)

Additional comments:

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Please return the above information by confidential fax to 978.318.3442 or via email to [cbarbee@c4rj.com](mailto:cbarbee@c4rj.com). C4RJ staff may be in touch with you with follow-up questions before contacting the affected parties.