Communities for Restorative Justice

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 language with victims, offenders, and 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 things right. You can learn much more at [www.c4rj.org].”

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:

Names, addresses, and phone numbers of victims and victims’ supporters, if applicable
Names, addresses, and phone numbers of offenders and offenders’ supporters, if applicable
Age of offenders, and if a youth offender, the school attended and grade
Criminal charges
Police report, including incident narrative
Supporting information (e.g. concerns about offender’s psychological state, possible learning disorders, views of witnesses, victim, parents, etc.)
Action expected to be taken (e.g. clerk’s hearing, court, other complaint to be held by police)

Additional comments:

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Please return the above information by confidential fax to 978.318.3442 or via email to referral@c4rj.org. C4RJ staff may be in touch with you with follow-up questions before contacting the affected parties.