



# 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](http://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:

---

---

---

---

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