
Community Justice Committees Training Plan for Government Staff

In the months and years ahead, field staff of the Department of Corrections and Public Safety (CPS) and Saskatchewan Justice will be working with community groups as they go through the process of forming Community Justice Committees (CJCs), becoming incorporated, applying for official appointment and handling cases.

This document presents an outline of the knowledge and skills that government field staff will need to support new and established CJCs.

Knowledge

Government staff working with CJCs need:

- Knowledge of Saskatchewan's justice system, particularly the youth justice system and Extrajudicial Sanctions Programs.
- Background knowledge about CJCs – what their purpose is – the work they do – the way in which they differ from one community to another.
- Knowledge of the resources available in the community where the CJC is being established – school staff, police, social workers, community workers, counselling programs, drug and alcohol treatment programs, etc.
- Knowledge of the administrative processes associated with CJCs (Refer to the document *Community Justice Committees – Administrative Processes*). These processes include:
 - the various elements which typically are included in a CJC constitution (see *Community Justice Committee – Application Kit*);
 - the process by which a CJC becomes incorporated as a non-profit charitable corporation. (Refer to *The Non-Profit Corporations Act, 1995: Incorporation Kit*.) The kit is available from:

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- the process through which the founding members of a CJC are selected (see also *Community Justice Committee – Application Kit*);
- the process by which a CJC becomes officially appointed by the Attorney General (see also *Community Justice Committee – Application Kit*);
- the process through which new members are appointed to an operational CJC (see also *Community Justice Committee – Application Kit*);
- the annual reporting requirements for a CJC and the way in which CJC annual reports are handled within government (see also *Community Justice Committee Year-End Reporting*);
- knowledge of the requirements of the *Youth Criminal Justice Act* relating to protection of privacy of youth and non-disclosure and destruction of records; and
- knowledge of the processes used in mediation and family group conferencing.

Skills

Government field staff working with CJCs need the following skills:

- Good basic communication skills;
- Community development skills;
- Group facilitation skills; and
- Conflict resolution skills.

Field staff will probably already have some of the knowledge and skills required to support the work of CJCs. Additional skills could be developed through formal training sessions and meetings/networking with people from other parts of Saskatchewan who are working with CJCs.