

Departmental Business Continuity Worksheet (Technology) April 4 th , 2019			PROVINCIAL OFFENCES COURT (POC)		Staff 8	RTO
The Provincial Offences Court provides court services, administration and ticket payment to defendants, prosecution, and Judiciary and law enforcement in regards to numerous non-criminal matters covering over 120 different Acts.						2-4 weeks
						7-days
						3-days
						24-hours
Critical Functions and Recovery Time Objectives						0-4 hours
Service/Process	RTO	Impact	Manual Processes/Alternatives			
COURT PROCEEDINGS		<ul style="list-style-type: none">Not fulfilling legal obligation - legal obligation to provide defendants the option to contest any provincial offences charges -11b Charter rights-times frames	<ul style="list-style-type: none">Require a 3rd party prosecutor AND 3rd party Justice of the Peace (Recording equipment)			
FINE PAYMENTS		<ul style="list-style-type: none">Lack of accountability (can't serve public)	<ul style="list-style-type: none">Manual payments with cash/credit cards (only for ppf)			
LEGAL APPLICATIONS		<ul style="list-style-type: none">Cannot lift suspension license –greater hardships for defendants	<ul style="list-style-type: none">Other courts agree to answer questions/inquiries/take phone payments			
ACCOUNTS RECEIVABLE		<ul style="list-style-type: none">Unable to receive payments				
ACCOUNTS PAYABLE		<ul style="list-style-type: none">Unable to make payments				
TRIAL SCHEDULING		<ul style="list-style-type: none">Will not be following the legislation on how fast trials need to be scheduled				
COLLECTIONS		<ul style="list-style-type: none">Unable to lift suspensions				
ENFORCEMENT		<ul style="list-style-type: none">Can't fulfill legal obligations				

SOFTWARE APPLICATIONS SUPPORTING CRITICAL SERVICES/PROCESSES				
Application	Function	Location	Description	Support Contact
POA Dashboard	Needed for Trial Scheduling	Primary Datacenter		Information Technology
PostgreSQL Database	Needed for Trial Scheduling	Primary Datacenter	POA Dashboard dependency	Information Technology
Alfresco	Needed to access files	Primary Datacenter		Information Technology
CAMs	Needed to lift suspensions	Primary Datacenter		Information Technology
Microsoft Office	Word/Excel documents	Primary Datacenter		Information Technology
Microsoft Exchange	Needed for both AP/AR (email)	Primary Datacenter		Information Technology
Great Plains	Needed for both AP/AR	Primary Datacenter		

VITAL RECORDS, FORMS AND DOCUMENTS				
Vital Record	Description	Storage Location	Format	Updated
Collections Files	Accessed on "H" drive and Alfresco	Primary Datacenter	Digital	Daily
Case Files	Received via Email (Winzip)	Primary Datacenter	Digital	Daily

TECNOLOGY REQUIREMENTS			
Type	Normal	Minimal (MSL)	Comments
Network Circuit (POA)	1	1	Critical circuit for all services
Network Access to Applications	1	1	
Recording equipment (mixer, microphones, computer) w/Liberty & AudioBox	1	1	Required for Court Proceedings - within 4 hours
Computer with ICON, EXTRA!	2	1	All services - connects to POA circuit - within 24 hours
TD Merchant, Rico Report Manager, ICON 2.0	1	1	Within 7-Days