

PROVINCIAL OFFENCES COURT (POC)

Staff

8

RTO

2-4 weeks

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.

7-days

3-days

24-hours

0-4 hours

Critical Functions and Recovery Time Objectives

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 	<ul style="list-style-type: none">
ACCOUNTS PAYABLE		<ul style="list-style-type: none"> Unable to make payments 	<ul style="list-style-type: none">
TRIAL SCHEDULING		<ul style="list-style-type: none"> Will not be following the legislation on how fast trials need to be scheduled 	<ul style="list-style-type: none">
COLLECTIONS		<ul style="list-style-type: none"> Unable to lift suspensions 	<ul style="list-style-type: none">
ENFORCEMENT		<ul style="list-style-type: none"> Can't fulfill legal obligations 	<ul style="list-style-type: none">

Departmental Business Continuity Plan – POC

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