

COURT REQUEST FOR A PSYCHOLOGICAL/PSYCHIATRIC ASSESSMENT (NOT A COURT ORDER AS PART OF THE PSR)

Forensic Psychiatric Services Commission Clinic (FPSC Clinic)

Receiving Information

The FPSC Clinic receives a copy of a PSR & P/PA form, the Information or Indictment and the Record of Proceedings from the Court Registry. The form will indicate that the psychological/psychiatric assessment has been requested, rather than ordered as a part of a PSR.

The FPSC Clinic receives the original Forensic Psychiatric Services General Referral Form along with a copy of the RCC, Information or Indictment and Victim Impact Statements from the Crown Counsel Office.

The FPSC Clinic receives a criminal history of the accused from Community Corrections consisting of a CORNET Client History, a summary of any additional record from the CPIC record (not the CPIC print out), and any other file information relevant to the preparation of the psychological/psychiatric assessment (i.e. recent PSR).*

Scheduling an Appointment for an Offender at an FPSC Clinic:

The FPSC Clinic arranges for an appointment directly with the offender.

Preparing the Psychological/Psychiatric Assessment:

If the Offender participates, the FPSC Clinic interviews the offender and prepares a psych. Assessment based on the interview and collateral information.

Because the assessment was requested, and not ordered, if the offender does not participate, the FPSC Clinic sends a letter to the Court advising that no psychological/psychiatric assessment will be done because the offender has chosen not to participate.

Delivery of the Psychological/Psychiatric Assessment – Timing:

The FPSC Clinic completes the psychological/psychiatric assessment and ensures that it is received by the Court at least five business days prior to the sentence hearing date.

Delay in delivering the Psychological/Psychiatric Assessment – Late and unavailable until after the original Sentencing Hearing Date

If the FPSC Clinic cannot complete the psychological/psychiatric assessment before the sentence hearing date, it sends a letter to the Court Registry, addressed to the Judge, seeking more time, at least five business days prior to the sentence hearing date. The Court Registry files the letter and sends copies of it to the Judge, the Crown counsel and the defence counsel. The crown or the defence may apply to adjourn the sentence hearing and if the Court decides to adjourn, the FPSC Clinic receives a message from the Court Registry advising of the new sentence hearing date. The FPSC Clinic sends the psychological/psychiatric assessment to the Court before the new sentence hearing date.

*The FPSC Clinic may have to ask for this information from the Community Corrections office if the Community Corrections office is unaware of the request for an assessment.