

COURT ORDER FOR A PSR WITH A PSYCHOLOGICAL/PSYCHIATRIC ASSESSMENT AS PART OF THE PSR

Forensic Psychiatric Service 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 PSR & P/PA form will indicate that an assessment has been ordered as part of the 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 is informed by Community Corrections that a psychological/psychiatric assessment was ordered as part of the PSR and is advised who the assigned probation officer is.

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:

If the offender is not in custody, the FPSC Clinic may communicate with Community Corrections to arrange for an appointment to interview the offender. Otherwise, if the offender is in custody, the FPSC Clinic arranges for an appointment directly with the correctional center and the offender. When a probation officer assists in scheduling an appointment, he or she will advise the FPSC Clinic whether or not the offender intends to attend and participate in the psychological/psychiatric assessment.

Preparing the Psychological/Psychiatric Assessment:

If the offender participates, the FPSC Clinic interviews the offender and prepares a psychological/psychiatric assessment based on the interview and collateral information.

If the offender does not participate, the FPSC Clinic prepares a psychological/psychiatric assessment based on collateral information.

The FPSC Clinic advises Community Corrections of the completion date of the psychological/psychiatric assessment.

Delivery of the Psychological/Psychiatric Assessment – Timing:

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

Short Delay in delivering the Psychological/Psychiatric Assessment – Late but delivered prior to the Sentencing Hearing Date

If the FPSC Clinic completes the psychological/psychiatric assessment before the sentence hearing date, but cannot submit it to the Court and a copy to Community Corrections at least five business days prior to the sentence hearing date, it sends it to the Court and a copy to Community Corrections as soon as possible.

Long 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 FPSC Clinic also sends a copy of the letter directly to Community Corrections. 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 it of the new sentence hearing date. The FPSC Clinic sends the psychological/psychiatric assessment to the Court and a copy to Community Corrections before the new sentence hearing date.

Use of the Psychological/Psychiatric Assessment in the PSR by the Probation Officer:

The probation officer considers the findings in the psychological/psychiatric assessment in accordance with the Community Corrections policy for psychological and psychiatric assessments in Pre Sentence Reports which requires that the Pre Sentence Report does not interpret or summarise the assessment report.