



GOVERNMENT OF BERMUDA
MINISTRY OF LEGAL AFFAIRS
PATI Information Statement

Name of Public Authority: Department of Court Services

Introduction:

The Department of Court Services will provide information to the public on its' programmes, operations, services and mandate.

This is in compliance with Bermuda's Public Access to Information (PATI) Act 2010, which stipulates that each Government authority must make known to the public its organizational structure, operational practices and policies, governing legislation, activities, classes of records, levels of funding and contact persons on an annual basis, thus promoting transparency and openness.

Accordingly, the purpose, as outlined in Section 2 of the Act (PATI) is to:

1. give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest or for the protection of the rights of others;
2. increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
3. increase the accountability of public authorities;
4. inform the public about the activities of public authorities, including the manner in which they make decisions; and
5. Have more information placed in the public domain as a matter of routine.

Therefore, The Department of Court Services will outline information that is available to the public; make information accessible via reports, on-line and publications such as brochures, and other documentation.

Information can be readily accessed at our offices. Our website can be found on the Bermuda Government portal and accessed at gov.bm under the Ministry of Legal Affairs' profile. The information that is available relates to general operational practices, services, guidelines and policies. Personnel records and confidential information in clients' files are not obtainable.

Section A: Structure, Organization and Legislation

STRUCTURE, ORGANIZATION AND GOVERNING LEGISLATION:

The Department of Court Services is a department that operates under the umbrella of the Ministry of Legal Affairs. The offices are located in the Dame Lois Browne-Evans Court Building, South, 58 Court Street, Hamilton.

Contact Information:

Address:

The Department of Court Services
3rd Floor
Dame Lois Browne-Evans Building
58 Court Street
Hamilton HM 12
Telephone: 441-292-5005
Facsimile: 441-295-4368

Minister:

Senator, The Hon. Kathy Lynn Simmons JP,
Attorney General and Minister of Legal Affairs
Ministry of Legal Affairs Headquarters
Global House
43 Church Street
Hamilton HM 12

Permanent Secretary:

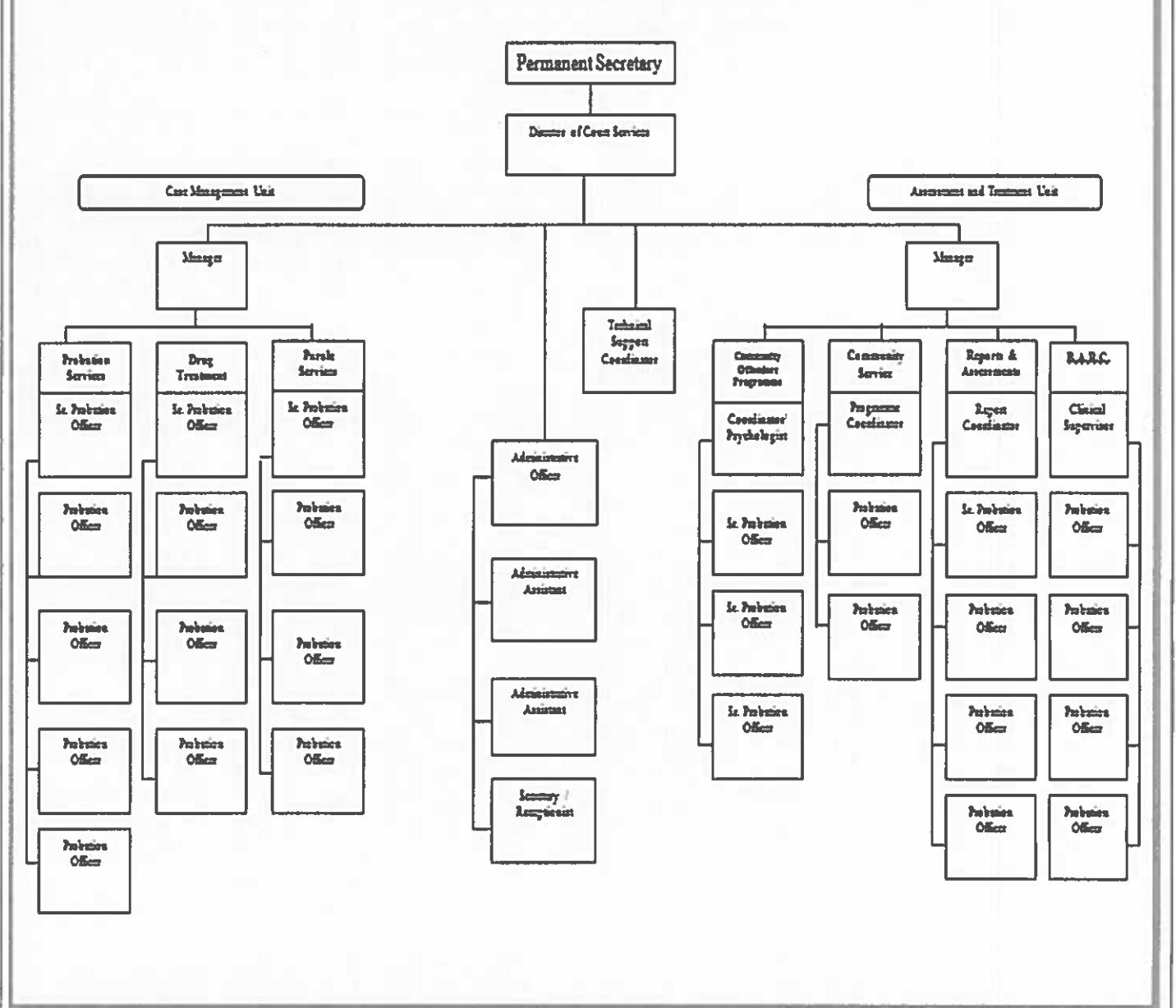
Miss Marva Jean O'Brien
Ministry of Legal Affairs Headquarters
Global House
43 Church Street
Hamilton HM 12

Director:

Gina Hurst-Maybury
Third Floor
Dame Lois Browne-Evans Building
58 Court Street,
Hamilton HM 12

The Department of Court Services is comprised of Administration section and two distinctive operational Units. The staffing compliment is thirty-eight (38) personnel.

Department of Court Services Organization Chart



MANDATE, ROLES, RESPONSIBILITES AND LEGISLATION:

The Department's mandate is derived from the **Criminal Code 1907 (consolidated)** with responsibilities to assess, deliver comprehensive reports, supervise and enforce Orders, and provide programmes to offenders in the community, as officers of the Courts. Other legislation impacting on the department includes, but is not limited to:

- Young Offenders Act 1950
- Prison Act and Prison Rules
- Parole Board Act, 2001 (and amendments)

Children Act 1998
Treatment of Offenders Board Act 1979
Mental Health Act 1968

Section B: 1) Functions, powers, duties of the Authority

DEPARTMENTAL MISSION STATEMENT:

The Department of Court Services is a team of professionals who strive to prevent recidivism by providing assessment, supervision, rehabilitation, prevention and Restorative Justice Services in collaboration with community partners and in compliance with Bermuda's criminal justice system.

Roles and Responsibilities

For the purposes of PATI, the Permanent Secretary is the Head of this Authority, and the lines of reporting are highlighted in the departmental organizational chart.

Section B: 2) Obligations under PATI Act

To provide an **information statement** for the public as per the Act including:

- To respond to information requests in a timely manner
- To track information requests
- To respond to requests from the Information Commissioner and in compliance with Ministry interfaces
- To give evidence for review by the Information Commissioner as per the Act
- Ensure status of requesters (Bermudian or resident)
- Compliance to the Government fees structure for requests

Section C: Services and Programmes

Summary of Programmes and Services:

Administration:

Administration is responsible for the overall administration and operations of the programmes and services of the Department. This includes budgetary oversight. The fiscal allocation is outlined in the Expenditures book.

Assessment and Treatment Unit:

This Unit is usually the first point of contact for the Department where assessments, risk assessment screenings, referrals and treatment services are afforded to enhance case management, rehabilitation efforts and supervision. The Unit's programmes and services include:

The Report Writing Team

Bermuda Assessment and Referral Centre (BARC).

Community-based Offenders Programmes

Aftercare and Community Re-integration (includes Community Service Orders and Mental Health Treatment Court Programmed).

Contact Person: Manager, Mr. Derek Flood, daflood@gov.bm ; responsible for the Unit's operations

Case Management Unit:

This Unit provides the case management and enforcement of Orders, coupled with a creative balance in addressing the needs of each individual client to minimize risks. The Unit's Teams are as follows:

The Probation Team.

The Parole Team

The Drug Treatment Court Programme

Contact person: Manager, Dr. Zina Woolridge, zwoolridge@gov.bm; responsible for Unit's operations

Section D: Records and documents held [s5(1)d]

CLASSES OF RECORDS

The following classes of Records are generally accessible:

- Business Plans and Initiatives
- Organizational charts, lists of services provided
- Administrative and Operational policies, leaflets or brochures,
- Budgetary allocations
- Statistical data available

Should legal guidance be required, the department will refer matters to the Attorney General's Chambers, for a legal opinion or guidance before actioning.

The following classes of information **will not** be generally included:

- Information that could compromise security or confidentiality requirements related to exempt departments
- Information which is prohibited by law, or exempt under the Public Access to Information Act
- Reveal the identity of a minor or a victim
- Reveal confidential information on employees or their relatives
- Reveal the identity of family members, especially children of clients
- Personnel files
- Information prohibited by a Court
- Information received in confidence

Section E: Administration (all public access) manuals

POLICIES and PROCEDURES:

The Department of Court Services' Administration Policies and Procedures Manual outlines the guidelines for performance and general practices. Each Unit and Team is also governed by distinctive and finite programme standards in their respective Operations' Manuals.

Section F: Decision-making documents

Decisions in the Department of Court Services are based on information contained in our Business Plan and in compliance with the Ministry's objectives and strategy, Throne Speech and other Governmental initiatives.

Decisions also bear in mind the impact on and collaboration with other Departments and Ministries - all in efforts to maximize resources, fill gaps and decrease overlap and minimize expenditures towards enhancing the safety of the community.

Section G: The Departmental Information officer

Mr. Derek Flood
Manager, Assessment and Treatment Unit:
The Department of Court Services
Third Floor
Dame Lois Brown-Evans Building
58 Court Street
Hamilton HM 12

Contact:

daflood@gov.bm
Telephone: 441-294-9327
Facsimile: 441-295-4368

Section H: Any Other Information [s5(1)h]

Key stakeholder partners include, but are not limited to:

- THE Judiciary
- Bermuda Police Service
- Legal Aid
- The Departments of :
 - Child and Family Services
 - Corrections
 - National Drug Control
 - Public Prosecutions
- Ancillary Service providers
- Treatment providers

FEEDBACK:

The Department of Court Services welcomes feedback from the public on its Information Statement in efforts of providing more concise and useful information that may assist the individual or group. In addition feedback to improve this Statement will be readily received.

All requests must be written and submitted either by post or personal visit (by appointment only on Tuesday and Friday mornings) at:

The Department of Court Services

Third Floor
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Hamilton HM 12
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Or courtservices@gov.bm

Section I:

RESOURCE ALLOCATION:

The Department's budget is contained within the Ministry of Legal Affairs' overall budget allocation, as outlined in the Government's Approved Estimates of Revenue and Expenditure for the current fiscal year.

The general fees associated with requests from the public are set out in governmental standards and are related to printing of documents furnished in response to the requests. These fees are payable to the Accountant General **only** and a receipt of payment must be furnished prior to the release of the documents.

Section J: Information Statement: Copies and Updates

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by as outlined in the PATI Act:

Date Information Statement was updated: *January 23, 2019*

Locations of Information Statement:

Copies of Information Statement are available at the following sites:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------|-----|
| • The Department of Court Services, 58 Court Street, Hamilton | Y/N |
| • The Bermuda National Library; | Y/N |
| • The Bermuda Archives; | Y/N |
| • Gov.bm | Y/N |
| • Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | Y/N |
| • With the Information Commissioner. | Y/N |

Sign and Date:

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Sign and Date: Arthur Maybury 23-1-19