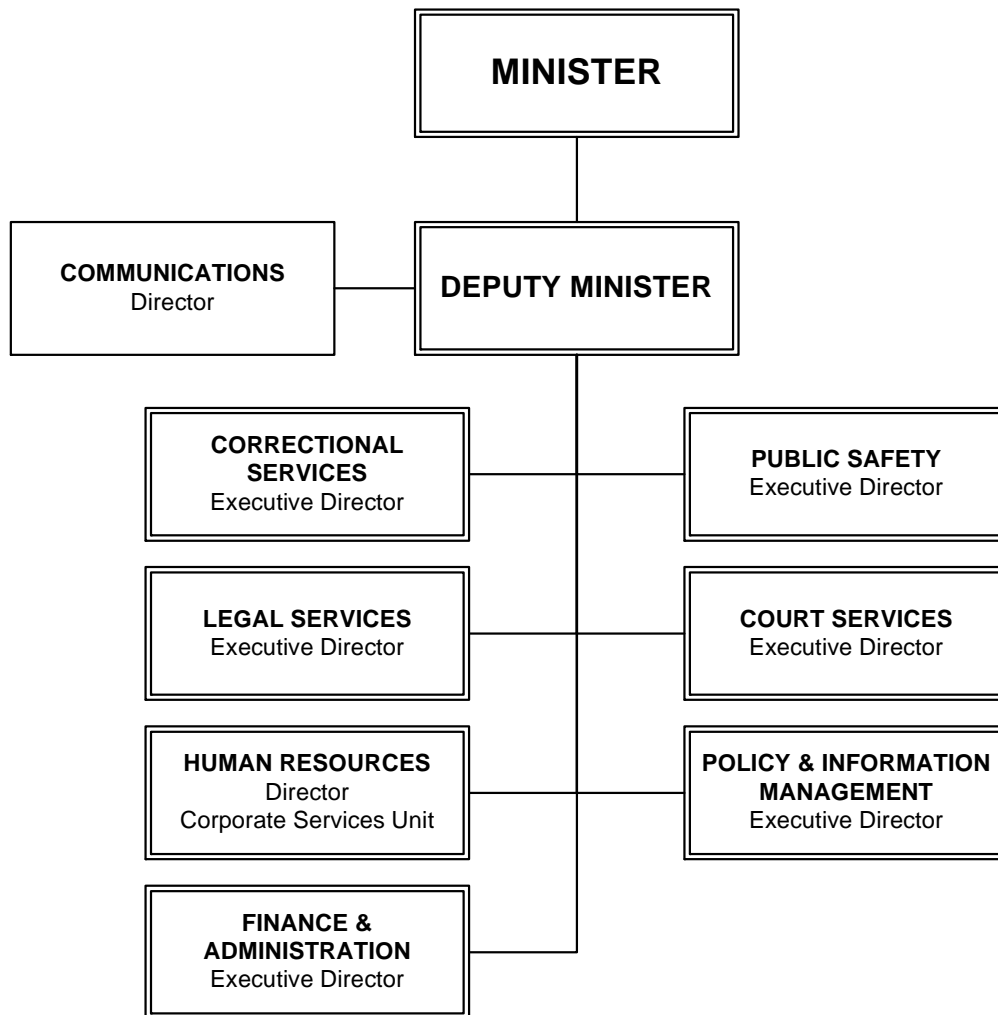


Department of Justice



The department consists of approximately 1,500 employees with five operational divisions.

The Department of Justice is committed to the fair and effective administration of justice and to excellence in service to the people of Nova Scotia.

Mandate

The Department of Justice is responsible for

- the administration and operation of correctional facilities for adult and young offenders
- the provision of community corrections services for adult and young offenders

- the provision of legal advice and representation to all government departments and agencies
- all civil proceedings by or against the Crown
- the provision of legal advice and opinions on the development of legislation and regulations
- the form, cataloguing, and publication of regulations
- the promotion of the rights of victims of crime
- the development and implementation of policies and programs for victims of crime
- the provision of administrative support to the Nova Scotia Court of Appeal, the Supreme Court of Nova Scotia, the Provincial and Family Courts, THE Small Claims and Probate Courts, and the Justice of the Peace Centre
- the administration of the Maintenance Enforcement Program
- the promotion of the preservation of peace and the prevention of crime
- the promotion of the efficiency of policing services and the improvement of police relationships in communities in the province
- the effective and efficient administration of the firearms control program and the licensing of private investigators and guards
- the coordination of the Framework for Action Against Family Violence, through implementation and evaluation

Strategic Goals

- improve public safety and security
- provide effective dispute resolution mechanisms
- offer a coordinated response to victims of crime
- maintain safe and secure custody of offenders
- ensure the lawful administration of public affairs

Responsibilities

CORRECTIONAL SERVICES DIVISION

Correctional Services is responsible for

- the maintenance of a just, peaceful, and safe society by providing custodial and community-based services for adult and young offenders
- assisting the courts in the remanding and sentencing processes
- providing safe custody, direction, and control for the accused or convicted offender
- encouraging the offenders' participation, whether in the community or in a correctional facility, in programs to aid in a successful reintegration into the community.

LEGAL SERVICES DIVISION

The Legal Services Division is the Crown's law office responsible for the provision, quality, reliability and usefulness of all legal services, except for prosecutions, to the Government of Nova Scotia.

Using our expertise in a broad range of areas, together with our corporate memory, we help our clients avoid problems and respond to those that cannot be avoided.

We are organized into five groups of lawyers and support staff, plus the Registry of Regulations. Three of the practice groups provide solicitor services and two provide litigation services.

Solicitor Services Section

The Solicitor Services section provides legal advice and representation to all government departments and agencies. They give legal opinions, draft legal documents, and interpret legal texts.

Bringing Solicitor Services in on a matter as early as possible can help the government avoid potential legal complications further down the road.

Civil Litigation Section

The Litigation section represents the Crown in all Civil proceedings involving any element of government before courts, boards and tribunals, arbitrators, adjudicators and mediators, and give advice pertaining to judicial and quasi-judicial proceedings.

Their negotiating and litigation skills allow them to assist the government in achieving the desired and appropriate results.

Registry of Regulations

The Registry of Regulations files, consolidates and publishes Nova Scotia regulations (in hard copy and online).

They are responsible for the publication of the Royal Gazette Part I and Part II.

They review all draft regulations to ensure the regulations meet the required plain language standards, and to ensure that the regulations are consistent in form, style and content with current legislation and regulations.

COURT SERVICES DIVISION

Court Services is responsible for

- providing administrative support to the Nova Scotia Court of Appeal, the Supreme Court of Nova Scotia, the Supreme Court (Family Division), the Provincial Court, the Family Court, the Small Claims Court, and the Justice of the Peace Centre. In addition, Maintenance Enforcement, Sheriffs and Registries of Probate are the responsibility of this division
- promoting the rights of victims of crime and providing an avenue to address their needs
- providing information and services to victims of crime and to raise community awareness on victims' issues
- working within government, the criminal justice system, and the community to develop and implement policies and programs for victims of crime.

PUBLIC SAFETY DIVISION

The Public Safety Division is responsible for

- setting policing standards and ensuring that policing services are delivered efficiently and effectively
- providing regular audits for municipal police departments to ensure that improved policing standards are being met
- coordinating police training for municipal police departments
- providing routine consultation on police and public safety issues to police agencies, boards, commissions, municipal councils, and other police professionals
- managing contracts for the Royal Canadian Mounted Police and First Nations Policing
- licensing companies and individuals engaged in the private security/private investigation industries
- issuing Firearms Acquisition Certificates and inspecting premises approved to sell firearms.

POLICY AND INFORMATION MANAGEMENT DIVISION

The Policy and Information Management Division is responsible for

- managing the department's information management resources including the library and central registry (records management program)
- coordinating the departmental strategic planning process
- enhancing the departmental research partnership with the academic community

- establishing the departmental policy-making process
- coordinating FPT activities
- providing business intelligence and process improvement services
- implementing the departmental program evaluation strategy
- providing statistical and research information regarding the justice system
- providing information technology support to the department

Freedom of Information and Protection of Privacy (FOIPOP) and Personal Information International Disclosure Protection Act (PIIDPA)

This office is responsible for

- ensuring the consistent application of the acts through government departments
- providing training, education, and information for Nova Scotia government FOIPOP administrators
- developing statistical reports and summaries of the usage of the acts province-wide
- processing FOIPOP applications for the Department of Justice

The *Freedom of Information and Protection of Privacy Act* provides access to most records under the control of the provincial government while protecting the privacy of individuals who do not want their personal information made public.

The act strives for balance between the public's right to know and an individual's right to privacy.

The *Personal Information International Disclosure Protection Act* protects the personal information of Nova Scotians by placing limits on storage and access outside of Canada, including obligations for justification and transparency when authorized by the head of a public body.

CORPORATE SERVICES UNIT

This unit are contained in three divisions: Finance and Administration, Human Resources, and Information Technology.

Finance and Administration

This section provides services related to budget management and control, revenue and financial service, and support for strategic planning. This section is also responsible for inventory management and control and facilities management.

Human Resources

This section is responsible for providing human resources planning, recruitment and selection, human resource development and training, counselling, attendance management, labour relations, occupational health and safety, compensation and salary administration, and personnel and payroll records.

Information Technology

This section provides information technology support for the department. Automation initiatives, systems, and projects are developed and implemented by IT.

COMMUNICATIONS DIVISION

This section is responsible for

- designing and implementing communication plans
- providing strategic communications advice to senior management and the Minister of Justice
- preparing news releases, speeches, and briefing materials for legislative sittings and for media
- handling media relations
- maintaining the departmental website

Acts Administered

- *Alternative Penalty Act*
- *Chartered Accountants of Nova Scotia Act*
- *Corrections Act*
- *Costs and Fees Act*
- *Court and Administrative Reform Act*
- *Court Houses and Lockup Houses Act*
- *Divorce Act (Canada)*
- *Engineering Profession Act*
- *Family Court Act*
- *Family Orders Information Release Act*
- *Flea Markets Regulation Act*
- *Freedom of Information and Protection of Privacy Act*
- *Interprovincial Subpoena Act*
- *Intestate Succession Act*

- *Judicature Act*
- *Juries Act*
- *Justices of the Peace Act*
- *Legal Aid Act*
- *Maintenance and Custody Act*
- *Maintenance Enforcement Act*
- *Maintenance Orders Enforcement Act*
- *Members and Public Employees Disclosure Act*
- *Motor Carrier Act*
- *Personal Information International Disclosure Protection Act*
- *Police Act*
- *Police Services Act*
- *Prisons and Reformatories Act (Canada)*
- *Private Investigators and Private Guards Act*
- *Probate Act*
- *Provincial Court Act*
- *Public Trustee Act*
- *Reciprocal Enforcement of Custody Orders Act*
- *Reciprocal Enforcement of Judgments Act*
- *Regulations Act*
- *Retail Business Uniform Closing Day Act*
- *Small Claims Court Act*
- *Summary Proceedings Act*
- *Victims' Rights and Services Act*
- *Volunteer Services Act*
- *Workers' Compensation Act (regulations respecting Appeals Tribunal only)*
- *Young Offenders Act*
- *Young Persons Summary Proceedings Act*

