

Checklist for Forming a CJCC

- Determine the need for and interest in forming (reforming/rejuvenating) a CJCC.
- Locate state legislation that mandates or facilitates formation of a CJCC.
- Contact a number of potential “core” members. Share this guide with them. Determine whether they will support the formation of a CJCC.
- Determine whether an existing group can form the basis for a CJCC or whether a new group must be formed.
- Decide on the geographic scope of the CJCC—countywide or other.
- Decide who must authorize the CJCC.
- Draft a proposed statement of purpose for the CJCC.
- Draft an authorization document or charge.
- Determine the structure and administrative location.
- Draft bylaws for consideration by the CJCC and/or authorizing groups.
- Determine representation and membership.
- Select the chair.
- Determine executive committee and standing committees or task forces.
- Decide who votes, when, and how.
- Develop guidelines for establishing meeting agendas.
- Determine whether a workshop in a retreat setting with a trained facilitator is needed.
- Determine financing for the CJCC.
- Identify the number and type of staff that will be needed; hire and train staff.
- Develop a method for evaluating the CJCC and for reinvigorating it if it begins to go into decline.
- Plan ways to celebrate success and demonstrate the benefits of the CJCC.

Sample Charge: Charge to the Denver Justice System Task Force

The Need

The administration and the city council have determined that the City of Denver needs to develop a more coordinated, policy-driven approach to alleviate crowding in our jails.

Jail crowding is a complex and pressing problem. It needs high-level coordinated leadership and attention.

If we are to understand the causes of jail crowding and develop a consensus for appropriate and cost effective solutions, we need to learn more about the interaction between the jails and the justice system, particularly between the jails and the justice agencies that use the jail resource.

We also need to create new policy-oriented mechanisms that will position the justice leadership, officials of general government, and the public to work together more effectively so that we can move toward consensus concerning jail space and related issues.

This action is being taken following consideration of a recommendation by consultants provided to the Denver City Council by the National Institute of Corrections (NIC) to "create an intergovernmental, interagency mechanism which will effectively bring together the Administration, the City Council, and the justice agency leadership" (see September 1997 NIC Report).

Creating the Denver Justice System Task Force

The mayor and president of the city council hereby establish the Denver Justice System Task Force. The members of this group are as follows:

- Mayor or designee.
- President of the city council or designee.
- Chair of the Public Safety Committee.
- Manager of safety.
- Police chief.
- Undersheriff.
- Presiding judge, county court.
- City attorney.
- Chief judge, Second Judicial District.
- District attorney.
- Metro Chamber of Commerce designee.
- Interneighborhood cooperation president.

The Denver Justice System Task Force's charge is to:

- Review and act upon the reports and recommendations of consultants provided by NIC, including the September 1997 and October 1997 NIC Reports, which include a blueprint for data collection and analysis.
- Direct and coordinate city and consultant resources to produce a clear and complete understanding of how jail space is currently being used. The task force is expected to oversee an empirically based examination of jail bed utilization.
- Thereafter, and based upon this empirical information, the task force is expected to lead policy development to guide current and future utilization of jail bed space and, where appropriate, the initiation and utilization of other correctional sanctions and options.

Priorities

The task force will focus priority attention on four areas:

- The task force is expected to develop a thorough understanding of who is arrested and to determine the number and characteristics of arrested persons who are (a) detained in a pretrial facility; or (b) cited with a promise to appear in court.
- The task force is expected to develop a robust understanding of (a) persons admitted to the jails; (b) the characteristics of people released from the jails and their lengths of jail stay; and (c) a picture of how bed space is being utilized (jail population snap shot).
- The task force is expected to develop an understanding of how cases are processed from arrest to final disposition, particularly of persons who are spending time in the jail system.
- The task force is expected to develop recommendations about how Denver can better manage its criminal justice population, including issues related to optimal jail space for consideration by policymakers, the public, and criminal justice agencies and stakeholders.

Schedule and Reporting

The task force will develop a detailed work plan and proposed schedule of milestones. Task force members are expected to attend monthly meetings for 3 hours and to contribute agency resources to necessary data collection and policy analysis. The task force is expected to make periodic reports to the mayor, city council, justice agency leadership and the public.

BALTIMORE

The Criminal Justice Coordinating Council (CJCC) helps to identify, plan and coordinate solutions to issues facing the Baltimore City criminal justice system. In doing so, the Council fosters the participation of all stakeholders of the system while assisting the Judiciary and the member agencies in the planning and delivery of quality services.

Membership includes representation from the: Mayor's Office, Circuit Court for Baltimore City, District Court for Baltimore City, City Council, Department of Public Safety and Correctional Services, Office of the State's Attorney, Office of the Public Defender, Baltimore City Police Department, Division of Pretrial Detention and Services, Office of the Clerk of the Circuit and District Courts for Baltimore City, Baltimore City Sheriff's Office, Private Defense Bar, Baltimore Substance Abuse Systems, Office of the Attorney General, Department of Juvenile Services, and the Governor's Office. The Council meetings are open to the public and are also regularly attended by members of the Legislature and their staff. Attendance by individuals from private and public agencies is welcomed.

The mission of the Council is to work cooperatively to enhance public safety and reduce crime in Baltimore City, to advance the fair and timely disposition of cases, and to ensure justice for those accused of crimes and the victims of crimes. The Council facilitates the evaluation, coordination and implementation effective practices and procedures, addressing all components of the criminal justice system and how it affects public safety. Key initiatives include:

- Identifying systemic needs
- Addressing public policy questions
- Facilitating inter-agency decision making
- Enabling the sharing of timely and accurate information
- Developing new and effective systemic strategies

The Council was formed in January of 1999 by key criminal justice stakeholders to address systemic problems and issues affecting criminal justice in Baltimore City. In April of 1999, the Council appointed a part-time Project Coordinator to direct its mission and to identify areas of possible reform. The initial focus was to expedite criminal cases processing by coordinating the efforts of criminal justice system participants. To formalize the ad hoc group, a Memorandum of Understanding (MOU) was signed by the respective agencies in August 2001. This set forth the Council's purpose and identified the composition of its membership; additionally, the responsibilities of its Executive Director were defined, to whom authority was given to adopt Action Plans and prepare an Annual Report.

DISTRICT OF COLUMBIA

About CJCC

As an independent agency, the Criminal Justice Coordinating Council (CJCC) for the District of Columbia is dedicated to continually improving the administration of criminal justice in the city. The mission of the CJCC is to serve as the forum for identifying issues and their solutions, proposing actions, and facilitating cooperation that will improve public safety and the related criminal and juvenile justice services for District of Columbia residents, visitors, victims and offenders. The CJCC draws upon local and federal agencies and individuals to develop recommendations and strategies for accomplishing this mission. The guiding principles are creative collaboration, community involvement and effective resource utilization. CJCC is committed to developing targeted funding strategies and the comprehensive management of information through the use of integrated information technology systems and social science research.

The CJCC is committed to:

- Facilitating systemic changes across the District's juvenile and criminal justice systems through shared commitment and collaboration.
- Evaluating and promoting continuous improvements within the juvenile and criminal justice agencies in the District of Columbia.
- Increase communication among criminal juvenile and criminal justice agencies to eliminate duplication and maximize available resources.

History of CJCC

In 1999, Congress passed the District of Columbia Appropriations Act, 2000 which mandated that the US Government Accountability Office (GAO) assess and report on the District of Columbia criminal justice system. The extensive report released by the GAO, entitled DC Criminal Justice System, Better Coordination Needed Among Participating Agencies, noted that the Criminal Justice Coordinating Council was the best forum for the District's criminal justice agencies to identify and address public safety issues that involved multiple criminal justice agencies. In 2001, the DC Council established the CJCC as an independent agency with the Mayor as the chair and certain government agencies as its members. The following year, Congress passed legislation that funded the CJCC with federal dollars and installed the heads of the participating federal agencies as CJCC members. In 2004, the CJCC members voted to establish a co-chair, a federal or judicial CJCC member, to serve along with the Mayor in furtherance of the agency's mission.

CJCC plays an important role in facilitating an independent collaborative forum for stakeholders to address the District's longstanding and emerging public safety issues.

COCONINO COUNTY

The Criminal Justice Coordinating Council is a county wide collaboration between county, municipal and state criminal justice agencies and departments, treatment providers, administrative departments and concerned citizens to address issues and needs arising within the criminal justice system in Coconino County.

The impetus for the formation of the CJCC was the ever increasing population of jail inmates in the Coconino County Detention Facility and the recognition that without a coordinated and collaborative effort the County Jail would continue to be the place of first resort for persons committing both major and minor criminal offenses.

The purpose of the Council is to study the juvenile and criminal justice systems in Coconino County, identify areas for improvement, and formulate policy, plans and programs for change. In addition, its mission is to communicate and present planning, financial, operational, managerial, and programmatic recommendations to the agencies represented on the Council.

The Coconino County CJCC was selected as one of twelve members of the Justice Management Institute CJCC network, a national network of leading coordinating councils. The JMI CJCC Network brings together leaders and senior staff of CJCCs to share information and ideas about common problems and promising approaches to addressing these problems

Committees

Behavioral Health
Juvenile Justice
Systems Performance
Victim Services

By-laws available on line

SEDGEWICK COUNTY KANSAS

CREATION OF THE CRIMINAL JUSTICE COORDINATING COUNCIL

In response to expensive jail construction and operational costs, in 2003 the Board of Sedgwick County Commissioners hired the Institute for Law and Policy Planning (ILPP) to conduct a jail population and criminal justice system study. The number one recommendation from the ILPP study was for Sedgwick County to create a Criminal Justice Coordinating Council and use that group of system stakeholders to manage the system and maximize the cost-effective use of criminal justice resources.

The Sedgwick County Criminal Justice Coordinating Council (CJCC) was formed by county resolution in February 2004. Sedgwick County created the CJCC to study our criminal justice system, identify deficiencies, formulate cohesive policies and programs, and implement innovative corrections programs for adult offenders.

Voting Members:

- Chief administrative judge of the 18th Judicial District
- Administrative judge of the Municipal Court of the city of Wichita
- Criminal presiding judge of the 18th Judicial District
- District attorney for the 18th Judicial District
- Chief prosecutor for the city of Wichita
- Sedgwick County sheriff
- Chief of police for the city of Wichita
- Chief public defender for Sedgwick County
- Director of Sedgwick County Department of Corrections
- One member from the Wichita City Council
- Two members from the Board of Sedgwick County Commissioners
- Sedgwick County manager
- Director of Sedgwick County Division of Public Safety
- Director of COMCARE of Sedgwick County
- One elected official from the Sedgwick County Association of Cities

LOUISVILLE KENTUCKY

The Criminal Justice Commission is responsible for criminal justice and public safety planning, research, and system-wide coordination and collaboration. The 27-member Commission Board is comprised of key local, state, and federal criminal justice and public safety representatives, metro government officials, as well as citizens representing the community. Established in December 1967, the Louisville Metro Criminal Justice Commission has been in continuous operation for more than 46 years, making it one of the oldest criminal justice planning agencies in the country. The benefits of effective planning are numerous and include improvements in coordination and cooperation; a multidisciplinary analysis of criminal justice and public safety issues, programs, and services; and an evaluation of the overall quality of justice. In addition, comprehensive planning provides more effective allocation of resources, the establishment of clear goals, objectives, and priorities, and ultimately results in enhanced service and increased public confidence in the system. Through its planning and coordination role, the Commission Board and staff attempt to support the local system's ability to administer justice and public safety in a cost-effective, equitable, and efficient manner. Most importantly, the Commission has provided the community with an impartial forum for discussing pressing issues, most of which require a systemic and coordinated approach to effect change. Coordinated approaches cannot occur without this neutral forum that allows agencies to work together to create solutions. These solutions are formulated into policy decisions that complement the systemic efforts of the whole.

MISSION

The mission of the Criminal Justice Commission is to improve the administration of justice and promote public safety through planning, research, education, and system-wide coordination of criminal justice and public safety initiatives.

OBJECTIVES

- Collect and analyze data and publish reports on the incidence and nature of crime as well as its overall impact on the criminal justice system workload
- Generate recommendations for improvements in criminal justice system operations to promote efficiencies
- Educate the public and engage community residents on issues and challenges facing the criminal justice system
- Provide assistance in criminal justice program development and, when possible, secure and administer state or federal funds for specific projects

COMMISSION BOARD MEMBERSHIP

The Commission Board serves in an advisory capacity for the local criminal justice system. It is the goal of the Commission Board to promote consensus-based decision making and encourage the development of effective and cost-efficient criminal justice policies and practices. The Commission generates recommendations and takes positions to advance systemic and balanced solutions to criminal justice issues. The Criminal Justice Commission Board is comprised of 27 members including:

Judge David Bowles, Criminal Justice Commission Chair
Greg Fischer, Mayor, Louisville/Jefferson County Metro Government
Steve Conrad, Chief, Louisville Metro Police Department
Mark Bolton, Director, Louisville Metro Corrections Department
Anthony Smith, Director, Safe and Healthy Neighborhoods
Judge McKay Chauvin, Chief Judge, Jefferson Circuit Court
Judge David Holton, Chief Judge, Jefferson District Court
Judge Paula Sherlock, Chief Judge, Jefferson Family Court
Thomas Wine, Jefferson County Commonwealth's Attorney
Mike O'Connell, Jefferson County Attorney
Dan Fountain, Director, Kentucky Probation and Parole
Eva Stansbury, Director, Office of Pre-Trial Services For Jefferson County
Daniel T. Goyette, Director, Louisville/Jefferson County Public Defender Corporation
D. Scott Furkin, Executive Director, Louisville Bar Association
David Tandy, President of Metro Council
Clarence Williams, Jr., Director, Louisville Metro Youth Detention Services
David L. Nicholson, Jefferson Circuit Court Clerk
Col. John Aubrey, Jefferson County Sheriff
Carla Kreitman, Jefferson Trial Courts Chief Court Administrator
Libby Mills, Director, Restorative Justice Louisville
Dr. Anthony Zipple, Chief Executive Officer, Seven Counties Services, Inc.
Reverend Geoffrey Ellis, Citizen Appointment, City at Large
James Cabral Sr., Citizen Appointment, City at Large
Kathy Bingham, Citizen Appointment, City at Large
Jay Davidson, Citizen Appointment, Mental Health/Substance Abuse
Gretchen Hunt, Citizen Appointment, City at Large
Dr. Charles Baker, Citizen Appointment, City at Large
Stuart L. Lowrey, Special Agent in Charge, Alcohol, Tobacco, Firearms and Explosives
James L. Balcom, Special Agent in Charge, Drug Enforcement Administration
Perry K. Turner, Special Agent in Charge, Federal Bureau Of Investigation

