



Criminal Justice Coordinating Council

February 7, 2017

The Honorable Charles Allen
Chair
Committee on the Judiciary and
Public Safety
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Suite 109
Washington, DC 20004

**Re: Fiscal Years 2016-2017 Performance Oversight
Hearing**

Dear Chairman Allen,

Enclosed please find responses to questions forwarded by the Committee on the Judiciary and Public Safety for the performance oversight hearing on the Criminal Justice Coordinating Council (CJCC).

Please feel free to contact me if you have any additional questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mannone A. Butler", is written over a light blue horizontal line.

Mannone A. Butler
Executive Director

Enclosure

CRIMINAL JUSTICE COORDINATING COUNCIL
Performance Oversight Hearing Questions
FY 2016 and FY 2017 (To Date)
February 7, 2017

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel and provide the date that the information was collected on the chart.

Response: *See Attachment A.*

- a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

Response: CJCC is a small independent agency that includes: (a) the Justice Information System (JUSTIS) program, the District's integrated justice information system, operates on a 24/7 basis and serves as a one-stop shop for justice system-wide information for authorized law enforcement and criminal justice agency users; and (b) the Statistical Analysis Center (SAC) which is responsible for independent research, statistical analyses, data collection and program evaluation.

- b. Please provide a narrative explanation of any changes made during the previous year.

Response: During FY16, an IT Specialist (Senior Systems Engineer) position was reclassified to an IT Specialist (Systems Administration) position.

2. Please provide a current Schedule A for the agency which identifies all employees by title/position, current salaries, fringe benefits, and program. The Schedule A should also indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.

Response: *See Attachment B.*

- a. For each vacant position, please provide the status of the Agency's efforts to fill the position, as well as the position number, the title, the program number, the activity number, the grade, the salary, and the fringe associated with each position. Separate salary and fringe. Please also indicate whether the position must be filled to comply with Federal or local law.

Response: CJCC currently has one (1) vacant position, IT Specialist (Systems Administration)(#00063535). The DC Department of Human Resources have forwarded resumes and CJCC has posted the position with

industry associations. Qualified candidates are being interviewed by phone and in-person.

- b. For each filled position, please provide the employee's length of service with the agency.

Response: *See Attachment B.*

- 3. Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Response: Currently, CJCC does not have any detailees.

- 4. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY16 and FY17, to date.

Response: *See Attachment C.*

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY16 and FY17, to date.

Response: No vehicles were assigned to CJCC in FY16 and FY17, to date.

- c. A list of employee bonuses or special award pay granted in FY16 and FY17, to date.

Response: There were no employee bonuses or special award payments granted in FY 16 or FY17 to date.

- d. A list of travel expenses, arranged by employee for FY16 and FY17, to date, including the justification for travel.

Response: *See Attachment D.*

- e. A list of the total overtime and workers' compensation payments paid in FY16 and FY17, to date, including the number of employees who received overtime and workers' compensation payments.

Response: There were no overtime or workers' compensation payments made in FY 16 or FY17 to date.

5. With regard to the use of communication devices:

- a. What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.

Response: CJCC employees assigned a mobile device must meet with Juliette Tarrance, OCTO's DC Net Telecommunications Specialist (or her designee), to sign an Equipment Agreement Form containing the device's IMEI number, SIM card number, and the approximate value of the equipment. By signing the form, the employee agrees to personally replace any lost or damaged equipment. New employees only will receive the mobile device after the form is signed.

When an employee separates from the agency, he or she must return the mobile device to Ms. Tarrance. Ms. Tarrance inspects the device for damage and/or lost accessories. Damage and lost accessories, if any, are assessed for cost which must be paid by the employee.

CJCC laptops are only assigned to employees for work-related assignments. Each employee is required to sign out a laptop for the duration of their assignment/project. Upon completion, the employee is required to return the laptop to CJCC's designated IT staff for inspection.

- b. How does your agency limit the costs associated with its mobile devices?

Response: CJCC monitors monthly telecommunication invoices through the Fixed Cost Management System (FCMS).

- c. For FY16 and FY17, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?

Response: During FY16, CJCC spent \$11,440.81 on cellphones. During FY17 to date, the agency has spent \$2,619.35.

6. For FY16 and FY17, to date, please list all intra-District transfers to or from the agency.

Response:

List of Intra-District Transfers - CJCC as Buyer (TRANSFERS OUT)							
Fiscal Year	Selling Agency	Project Code	Description of Services Provided	Amount	Start Date	End Date	MOU
2016	AA0	N/A	EOM Support Services	7,000	10/1/2015	9/30/2016	✓
2016	AS0	N/A	Telecom Purchases	450	10/1/2015	9/30/2016	
2016	PO0	N/A	PCard Collections	96,342	10/1/2015	9/30/2016	
2016	TO0	N/A	OCTO IT Assessment	47,426	10/1/2015	9/30/2016	
2016 Total				151,219			
2017	AS0	N/A	Telecom Purchases	558	10/1/2016	9/30/2017	
2017	PO0	N/A	PCard Collections	40,000	10/1/2016	9/30/2017	
2017	TO0	N/A	OCTO IT Assessment	52,287	10/1/2016	9/30/2017	
2017 Total				92,845			

List of Intra-District Transfers - CJCC as Seller (Transfers In)							
Fiscal Year	Selling Agency	Project Code	Description of Services Provided	Amount	Start Date	End Date	MOU
2016	FO0	COM16N	MOU W/JGA: COMPLIANCE MONITORING	7,000	10/1/2015	9/30/2016	✓
2016	FO0	JIP16N	JUSTIS INFORMATION PORTAL FY16	98,700	10/1/2015	9/30/2016	✓
2016	FO0	RED16N	MOU W/ JGA: RACIAL AND ETHNIC DISP	5,000	10/1/2015	9/30/2016	✓
2016 Total				178,700			

7. For FY16 and FY17, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; and (5) expenditures of funds, including the purpose of each expenditure; and (6) the current fund balance.

Response: CJCC had no special purpose revenue funds.

8. For FY16 and FY17, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Response: CJCC's Purchase Cardholders are RJackson and RBurch who made authorized business operations-related purchases on behalf of the agency. The Central Bill Reconciliation Reports listing the goods and services purchased during FY16 and FY17 to date are included in Attachment E.

9. Please list all memoranda of understanding (MOU) entered into by your agency during FY16 and FY17, to date, as well as any memoranda of understanding currently in force. For each, indicate the date entered and the termination date.

Response:

In addition to the MOUs listed within response to question #6 (above), CJCC has over 40 perpetual, JUSTIS-related MOUs with execution dates ranging from 2004 to 2016. The MOUs were entered between CJCC, source and recipient agencies which includes local, federal and regional criminal justice/law enforcement agencies.

Other MOUs include information sharing for research purposes, trend analyses, and criminal justice programming and service initiatives. These MOUs are detailed in Attachment F.

10. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY16 and FY17, to date.

Response: CJCC routinely collaborates with local and federal member agencies, other District of Columbia public safety stakeholders, as well as regional public safety partners. The following are just a few examples of the interagency efforts facilitated, initiated, or supported by CJCC.

CJCC established the District's JUSTIS Disaster Recovery (DR) Site. This site holds invaluable criminal justice information in the event of an emergency that renders normal data systems inoperable. In 2016, all available agencies' technical connections with JUSTIS' DR Site were established and the CJCC IT Department coordinated with the technical departments and users from agencies with access to the JUSTIS Information Portal to test connections with the JUSTIS DR Site. Over half of the impacted agencies have completed all testing activities related to connecting with the JUSTIS DR Site. In the future, partner agencies will have access to the JUSTIS Information Portal in the event of a disaster scenario, and will be able to retrieve criminal justice information throughout the duration of a crisis.

CJCC retained a consultant to develop a three-year Citywide Reentry Strategic Action Plan (Plan). The Plan, which builds on the District's Comprehensive Plan completed in 2003 and updated in 2009, documents the major touch points associated with release and reentry in the District, and identifies the factors in the environment that enable and/or inhibit effective collective action and coordination of services by governmental and non-governmental stakeholders. To collect input from the public for insertion into the Plan, a Reentry Town Hall Forum was convened to bring together returning citizens, family members, community-based providers and government agencies to identify challenges and opportunities when reintegrating returning citizens into the District of Columbia.

The CJCC received a Bureau of Justice Statistics grant to plan and develop a research and analysis tool to leverage system-wide data to improve research capabilities. As part of the grant, in May 2016, business managers, researchers and technology personnel participated in a joint session of the Information Technology Advisory Committee (ITAC) and the CJCC Interagency Research Advisory Committee (IRAC). Participants envisioned and outlined an optimal research and analysis environment that leverages existing data feeds for the District of Columbia's criminal justice system.

The Mayor signed a participation letter authorizing the District of Columbia's participation in the White House's Data-Driven Justice initiative, a bipartisan coalition of over 139 city, county and state governments committed to using data-driven strategies to divert low-level

offenders with mental illness out of the criminal justice system. This initiative addresses two key populations: (1) super utilizers, often chronically homeless individuals, with mental illness substance abuse and health problems who repeatedly cycle through multiple systems, including jails, hospital emergency rooms, shelters and other services; and (2) people held in jail before trial because they cannot afford to bond out, not because they are a risk to the community or a risk of flight. The District committed to: (1) creating or expanding real or near real time local data exchanges that combine justice, health or other system data as appropriate and consistent with applicable legal and privacy protections; (2) diverting this population and others who may be committing low level crimes due to mental illness; and (3) implementing data-driven risk assessment tools to ensure decisions on pre-trial release. CJCC's policy and research staff are working with local and federal agencies, along with the University of Chicago, to identify and develop interventions for those individuals with mental health issues within the District frequently interacting with multiple systems including the justice system.

On July 21, 2016, CJCC's Juvenile Justice Committee hosted the 7th Annual Juvenile Justice Summit (Summit). The Summit attracts a blended audience of District of Columbia juvenile justice agency professionals, social workers, juvenile justice system-involved youth, parents and community stakeholders. The theme for the 2016 Summit was Restorative Justice: A Bridge to Improving Education and Justice for Youth. Through a series of plenary sessions and workshops, Summit attendees explored ways in which restorative practice concepts can be effectively used to reduce violence and youth recidivism, increase accountability, heal victims impacted by crime, and strengthen District communities. This year marked the first Summit partnership with the District of Columbia Office of the Deputy Mayor for Education to engage educators and school administrators.

In September 2016, CJCC, in collaboration with partners from across the system (CSOSA, MPD, USMS, USAO, PDS, DC Superior Court, DC Council, PSA, and OAG), held the 2016 DC Safe Surrender Initiative. During three consecutive Saturdays in September more than 300 individuals surrendered themselves to DC Superior Court to resolve hundreds of legal matters. Safe Surrender is an effort supported by the District and its Federal partners to encourage those with bench warrants for non-violent offences to surrender themselves and avoid arrest. This opportunity is considered a win-win as it allows an individual to turn him or herself in to an expedited judicial process which allows the court to clear old cases. The District's Safe Surrender program, held in 2007, 2011 and 2016, has resulted in approximately 1,500 hundred individuals wanted on non-violent warrants to voluntarily surrender to law enforcement authorities. With more than 4,000 bench warrants outstanding that are more than a decade old, the Safe Surrender program has successfully reduced the city's outstanding bench and parole warrants. One participant who turned himself in in 2007 has become an ambassador for the program. He vocally encourages other non-violent offenders who have outstanding bench warrants to "take a first step to a new beginning, the first step for a second chance."

In December 2016, CJCC, in conjunction with the DC Superior Court, coordinated a fullscale continuity of operations exercise. These exercises test the District's procedures for tracking and disseminating information, engaging operational plans that require the

coordination and cooperation of multiple federal and local agencies, and demonstrate the capability of staff members to respond to a man-made or natural disaster. The exercise had over 70 role players, staff and volunteers representing DC Superior Court, DYRS, MPD, OAG, PDS, PSA and the US Marshals.

11. Please list all currently open capital projects, including an update on all capital projects under the agency's purview in FY16 and FY17, to date, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:
- An update on all capital projects begun, in progress, or concluded in FY15, FY16, and FY17, to date, including the amount budgeted, actual dollars spent, and any remaining balances.
 - An update on all capital projects planned for FY17, FY18, FY19, FY20, FY21, and FY22.
 - Do the capital projects begun, in progress, or concluded in FY15, FY16, or FY17, to date, have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.

Response: CJCC has no capital projects under its purview.

12. Please provide a list of all budget enhancement requests (including, but not limited to, capital improvement needs) for FY16 and FY17, to date. For each, include a description of the need and the amount of funding requested.

Response:

Fiscal Year	Description	Amount
2016	<i>There were no enhancement requests for FY 2016</i>	
2017	JUSTIS Infrastructure Upgrade	\$463,000.00

13. Please list, in chronological order, every reprogramming in FY16 and FY17, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY16 and FY17. For each reprogramming, list the date, the amount, the rationale, and the reprogramming number.

Response: There were no reprogrammings in FY16 and FY17 to date.

14. Please list each grant or sub-grant received by your agency in FY16 and FY17, to date. List the date, amount, and purpose of the grant or sub-grant received.

Response:

Fiscal Year	Grant/ Project Number	Description	Amount	# of FTEs	Start Date	End Date
2016						
	ACF15P	Annie E Casey Foundation Private Grant	13,000	0.27	10/1/2014	9/30/2016
	AJR16F	Automation of Justice Reporting Grant	60,000	-	10/1/2015	9/30/2016
	MAR14F	Mid-Atlantic Regional Information Sharing Grant	1,873	-	4/1/2014	3/31/2016
	COM16N	Compliance Monitoring Subgrant from OVSJG	75,000	0.73	10/1/2015	9/30/2016
	JIP16N	JUSTIS Information Portal Subgrant from OVSJG	100,000	-	10/1/2015	9/30/2016
	RED16N	Racial and Ethnic Disparity Subgrant with OVSJG	5,000	-	10/1/2014	9/30/2016
	2016 Total		254,873	1.00		
2017						
	NCH17N	National Criminal History Program Subgrant with MPD	150,304	-	10/1/2016	9/30/2017
	AJR16F	DC Justice System Analytical Tool	149,375	-	10/1/2015	9/30/2017
	2017 Total		299,679	-		

15. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans (if any) are in place to continue funding the FTEs?

Response: There is one FTE that is dependent on grant funding. The Juvenile Justice Compliance Monitor position is supported, in large part, by the Compliance Monitor/DMC grant. The grant, which is provided pursuant to an intra-District transfer from the Justice Grant Administration (JGA), covers salary and fringe benefits. This position is required to monitor the District's compliance with the Juvenile Justice Delinquency Prevention Act (JJDP). Additional grant funding from the Annie E. Casey Foundation supports the balance of the position.

16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District of Columbia to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

Response: The agency is not a party to any pending lawsuits.

17. Please provide the total number of administrative complaints or grievances that the agency received in FY16 and FY17, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.

Response: No administrative complaints or grievances were received by the agency in FY16 and FY17. Any complaints or grievance would be handled in accordance with the process outlined in Section 4.01(d) of the agency's Employee Handbook (3.10.2015) or procedures established by the DC Office of Disability Rights and the DC Office of Human Rights.

18. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY16 and FY17, to date.

Response: There are no ongoing investigations, audits or reports concerning CJCC or any of its employees.

19. Please describe any anticipated spending pressures for FY17. Include a description of the pressure, the estimated amount, and any proposed solutions.

Response: There are no anticipated spending pressures for the remainder of FY17.

20. Please provide a copy of the agency's FY16 performance plan. Please explain which performance plan objectives were completed in FY16 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response: See Attachment G.

21. Please provide, as an attachment, a copy of your agency's FY17 performance plan as submitted to the Office of the City Administrator.

Response: See Attachment H.

22. Please provide the number of FOIA requests for FY16 and FY17, to date, submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, and the estimated number of hours spent responding to these requests, and the cost of compliance.

Response:

Number of FOIA Requests for FY16 and FY17 to date: 0

Granted: 0

Partially granted: 0

Denied: 0

Pending: 0

Average response time: N/A

Estimated number of FTEs processing requests: 0

Estimated hours spent responding to the requests: 0

23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared, or contracted for, during FY16 and FY17, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.

Response: During FY16, CJCC prepared or contracted for the following studies, research papers, reports and analyses:

- A Study on the District's Secure Custody Population: Flow, Services, Best Practices, and Reentry (FY16-17)(Pending)
- Readiness Assessment (Completed - Official Use Only)
- Public Safety and Justice Report (Completed)
- Homicide Analysis (Completed – Official Use Only)
- Monthly Juvenile Justice Data Reports (Completed – Analyses conducted pursuant to an Administrative Order)
- Quarterly and Year End Truancy Data Reports (Completed)
- SATMHSIT Annual Report (Completed)
- Annual Report (2015) (Completed)
- Family Reunification Home Report (Completed – Official Use Only)

During FY17, CJCC prepared or contracted for the following studies, research papers, reports and analyses:

- A Study on the District's Secure Custody Population: Flow, Services, Best Practices, and Reentry (FY16-FY17)(Pending)
- Automation of the District State of Justice Report & DC Justice System Analytical Tool (FY 2017)(Pending)
- Annual Report (2016)(Pending)

Additional reports and analyses conducted by CJCC's SAC are referenced under Agency Operations (question #17).

24. Please separately list each employee whose salary was \$110,000 or more in FY16 and FY17, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Response:

Name	Position Number	Title	Program	Activity	Salary	Fringe
Butler, Mannone A	00040860	Executive Director	2010	2010	173,328.36	30,852
Jackson, Robin Y	00024737	SPECIAL ASST	2110	2110	121,926.66	21,703
Howell, Charisma X.	00063470	Deputy Executive Director	2120	2120	120,429.44	21,436
Chaudhry, Imran	00036326	INFO TECH SPEC	3110	3110	117,281.36	20,876
Khan, Mohammad H	00046539	IT Spec. (Enterprise Arch.)	3110	3110	115,030.00	20,475
McCann, Ellen	00032347	Statistician	1110	1110	114,199.00	20,327
Hussain, Safdar	00046511	IT Spec. (Applic. Software)	3110	3110	105,448.16	18,770
Munir, Khalil	00006387	Policy Analyst	2120	2120	101,826.00	18,125

25. Please list in descending order the top 25 overtime earners in your agency in FY16 and FY17, to date, if applicable. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

Response: There was no overtime earned in FY 16 or FY 17 to date.

26. For FY16 and FY17, to date, please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Response: There were no employee bonuses or special award payments granted in FY 16 or FY 17 to date.

27. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.

Response: There are no CJCC employees covered by a collective bargaining agreement.

28. If there are any boards or commissions associated with your agency, please provide a chart listing the names, confirmation dates, terms, and wards of residence of each member. Include any vacancies. Please also attach agendas and minutes of each board or commission meeting in FY16 or FY17, to date, if minutes were prepared. Please inform the Committee if the board or commission did not convene during any month.

Response: There are no boards or commissions associated with the agency.

29. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

Response: The "Criminal Justice Coordinating Council Restructuring Act of 2002" (Pub. L. No. 107-180; May 20, 2002) requires CJCC to submit an annual report to the President, Congress and each CJCC member no later than sixty (60) days after the end of each calendar year. The agency is currently in compliance with the requirement.

30. Please list each contract, procurement, lease, and grant awarded, entered into, extended and option years exercised, by your agency during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:

- a. The name of the contracting party;
- b. The nature of the contract, including the end product or service;
- c. The dollar amount of the contract, including budgeted amount and actually spent;
- d. The term of the contract;
- e. Whether the contract was competitively bid;

- f. The name of the agency's contract monitor and the results of any monitoring activity; and
- g. Funding source.

Response: *See Attachment I.*

31. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, as well as the number of agency employees that were trained.

Response: *See Attachment J.*

32. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Response: The agency's Executive Director, Deputy Executive Director and Chief Information Officer conduct annual performance evaluations of all employees they supervise. Performance plans are completed for each employee which are reviewed. Interim performance reviews are conducted on a quarterly basis.

Agency Operations

1. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in FY16 and FY17.

Response: In December 2015, CJCC convened its annual strategic planning meeting during which the Members developed a three-year strategic framework. The priority areas include: (a) Adult Reentry; (b) Combating Violent Crime (including, but not limited to, GunStat, Warrants Reduction, and Federal Reporting Compliance); (c) Substance Abuse/Mental Health Services Integration (including, but not limited to, New Psychoactive Substances); (d) Continuity of Operations Planning; (e) Grants Planning; (f) Interagency Research; (g) Justice Information System; and (h) Juvenile Justice (including, but not limited to, Truancy Prevention, Juvenile Detention Alternatives Initiative, Juvenile Reentry, Compliance Monitoring, Disproportionate Minority Contact, Partnership for Success and Dual Supervision Case Management). In December, 2016, the members reconvened to review the benchmarks, accomplishments and recommendations for each of the priority areas and identify next steps.

The agency will work in tandem with the members and other stakeholders to address each of the priorities.

2. What are the biggest challenges facing CJCC?

Response: The most significant challenge is to ensure that the agency has the requisite capacity to address the District's most pressing system-wide public safety priorities issues that have been identified by CJCC principals.

3. Please list each new program implemented by the agency during FY16 and FY17, to date. For each initiative, please provide:
- a. A description of the initiative;
 - b. The funding required to implement to the initiative; and
 - c. Any documented results of the initiative.

Response: In addition to the strategic priorities that have been identified and discussed in in response to other questions, the CJCC was named by the Mayor to participate in the FY16 White House Data Driven Justice Initiative referenced in response to question #10 under General Questions.

4. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY16 and FY17, to date.

Response: CJCC measures the progress of each of the priority areas established by the principals by establishing tangible benchmarks and provides monthly updates to the CJCC principals. During the annual strategic planning meeting, the principals receive and discuss a summary on all of the priority areas and the associated activities.

5. How does the agency solicit suggestions and feedback from partner agencies to identify public safety issues to prioritize?

Response: CJCC solicits feedback on public safety priorities from the CJCC principals and the range of law enforcement and justice agency staff who participate in CJCC's workgroups, committees, trainings and workshops and conferences.

6. Please describe any steps the agency took in FY16 and FY17, to date, to improve the transparency of agency operations.

Response: CJCC convened public meetings and forums, enjoys and encourages the participation of community stakeholders on CJCC committees and participated in a myriad of government and community-based gatherings.

7. Please list the task forces and organizations of which the agency is a member.

Response: CJCC participates on the District's Truancy Taskforce, Juvenile Justice Advisory Group, Grants Management Council (OCA), OCTO's CIO Monthly Roundtable, and the DC Epidemiological Outcomes Workgroup.

8. Please explain the impact on your agency of any legislation passed at the federal level during FY16 and FY17, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.

Response:

• **Local Legislation**

Comprehensive Youth Justice Amendment Act of 2016 – A21-0568 – signed December 7, 2016; transmitted to Congress – projected law date is April 12, 2017

This act, among other things, requires the Criminal Justice Coordinating Council to conduct an analysis of the root causes of juvenile delinquency. The act further requires the Department of Youth Rehabilitative Services to cooperate with the Criminal Justice Coordinating Council in its review of the root causes of juvenile delinquency. Specifically, the Act requires the following from the Criminal Justice Coordinating Council:

1. By October 1, 2016, and every two years thereafter, to conduct a voluntary survey of individuals under 21 years of age currently committed to DYRS or incarcerated at DOC on their perspective on the causes of youth crime and the prevalence of adverse childhood experience; and
2. On October 1, 2016, and every two years thereafter, the CJCC is required to submit a report to the Mayor and the Council containing analysis on the root causes of youth crime that incorporates the results of the survey conducted pursuant to (1) above.

As detailed in the Act's Fiscal Impact Statement, the CJCC will hire a statistician and contract with a research assistant and legal consultant to produce the report every two years. In order to complete the study as required by bill, the CJCC needs an additional \$214,000 in fiscal year 2017 and \$730,000 over the course of the four-year financial plan.

Neighborhood Engagement Achieves Results (NEAR) Act of 2015 – A21-0356 – signed March 26th, 2016

Under Subtitle C of this Act, the Criminal Justice Coordinating Council would be required to conduct a public opinion survey of police-community relations and submit an analysis of the results in a report to the Mayor and the Council.

This legislation is subject to Appropriations. According to the Act's Fiscal Impact Statement, funds are not sufficient in the fiscal year 2016 through 2018 budget and financial plan to implement the Act.

- **Federal Legislation**

Changes to the Juvenile Justice and Delinquency Prevention Act

The JJDP Act provides funds to states that follow a series of federal protections, known as the “core protections,” on the care and treatment of youth in the justice system.

Compliance of states towards the requirements of the Act is monitored by the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Juvenile Justice Compliance Monitor for the District of Columbia is housed in the Criminal Justice Coordinating Council.

In December, 2016, OJJDP revised the policies for monitoring state’s compliance with the JJDP Act. The deadline for submission of the Annual Compliance Report was July 15; as part of the new policies, the submission deadline has been moved to February 28th. Additionally, OJJDP has added additional questions to the annual Compliance Report, which, once finalized, may require the CJCC Juvenile Justice Compliance Monitor to make additional inquiries and request additional documentation from facilities housing detained juveniles.

9. Please identify all electronic databases maintained by your agency, including the following:
 - (a) A detailed description of the information tracked within each system;
 - (b) The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
 - (c) Whether the public can be granted access to all or part of each system.

Response: JUSTIS is designated as the District of Columbia's Integrated Justice Information System (IJIS) and is composed of two components:

- (i) The JUSTIS Information Portal (“Portal”), a web-based application which allows authorized agencies to view criminal justice information within a single screen; and
- (ii) The JUSTIS System-System Exchange (“System Exchange”) which permits agencies to send/receive near real-time data feeds via the system.

Contributing agencies voluntarily share their data/information with JUSTIS and solely determine which agencies are authorized to view or receive their information. Currently, JUSTIS contains information related to arrest, court, probation, incarceration, supervision, warrant, juvenile and drug test information.

The chronology of upgrades to JUSTIS follows:

- 2000- A JUSTIS proof-of-concept was developed
- 2002- JUSTIS Information Portal launched
- 2006- Technical upgrade performed to enhance the technical design and architecture of the Information Portal to make it more responsive

- 2008- Reports functionality deployed to allow users the ability to retrieve automated lists
- 2009- Notifications functionality deployed which allowed JUSTIS users to track events associated with any offender
- 2010- New System Exchange module deployed
- 2012- Information Portal hardware and software upgrade completed
- 2013 – Maintenance-related upgrades
- 2014 – Maintenance-related upgrades
- 2015 – Maintenance –related upgrades
- 2016 – Maintenance – related upgrades
- 2017-2018- System Exchange and Information Portal hardware and software to be upgraded/ refreshed. User Client Access licenses to be applied

The JUSTIS system is for the use of authorized law enforcement and criminal justice personnel.

10. Please provide a detailed description about any new technology acquired in FY16 and FY17, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.

Response: The JUSTIS infrastructure upgrade includes replacement of hardware and software for the Information Portal and System Exchange components. All of this hardware and software is near end-of-life and requires replacement in order to maintain warranty and support services. In FY 2016, CJCC acquired new hardware and software required to upgrade the Information Portal and a portion of the software required to upgrade the System to System Exchange.

- (a) A hardware procurement of \$98,700 for the Information Portal included: servers, network switches, network storage device and backup device.
- (b) A software procurement of \$244,912.00 for the Information Portal included: Microsoft Windows Server 2012 and Microsoft SQL Server Enterprise 2014.
- (c) A software procurement of \$125,440 for the System Exchange included a Microsoft SQL Server Enterprise 2014.

Item Type	Quantity	Item Description	JUSTIS Component
HW	4	DELL PowerEdge R630 Server	Information Portal
HW	2	DELL Networking N2048 Switch	Information Portal
HW	1	DELL Networking N2048 Switch	Information Portal
HW	1	DELL PowerVault TL200 Tape Library (backup device)	Information Portal
HW	1	DELL SCv2020 FC (Storage Area Network device)	Information Portal
SW	28 licenses	Microsoft SQL Server 2014 ENT	Information Portal
SW	16 licenses	Microsoft SQL Server 2014 ENT STEP UP	Information Portal
SW	7 licenses	Microsoft Windows Server 2012	Information Portal

SW	1 license	Microsoft Windows Server 2012 Data Center	Information Portal
SW	8 licenses	Microsoft SQL Server 2014 ENT	System Exchange

The implementation of the new hardware and software for the Information Portal shall take place in the Spring of FY 2017. To date, the CJCC has not experienced any issues with implementation.

11. Please explain the current information-sharing process between local and federal partners to provide CJCC with data to assess and report on the District of Columbia criminal justice system.

- (a) What are the current challenges associated with system-wide information sharing?

Response: CJCC serves as a facilitator for the voluntary sharing of information among partner agencies and does not have the authority to compel any partner to share its data with others. CJCC must work with agency partners from varying jurisdictions and do so in a manner which fosters trust and confidence to successfully implement information-sharing initiatives. Furthermore, the information that partners share via JUSTIS is not for analytical or reporting purposes, rather it permits authorized users to search a suspect's criminal history. Whenever CJCC receives a request to analyze a given issue related to the criminal justice system, it must reach out to involved partners and request an information dump. These compilations tend to be manual and laborious. To achieve a more automated process for collecting data for analysis and reporting purposes new agreements are required. In addition many agencies do not share data in a format which allows for analysis to be performed. Thus, enhancements to contributing agencies technical delivery mechanisms are required.

- (b) How can CJCC work with local and federal partners to address these challenges and increase interagency planning and collaboration?

Response: CJCC has worked continuously to address the challenges. Following a series of partner surveys and meetings, CJCC pursued and received a grant in FY17 from the Bureau of Justice Statistics to establish the Justice Statistics and Analytics Tool which will support planning, designing, and prototyping an automated mechanism to collect and analyze key system-wide data to inform justice system research questions. The required agreements will also be developed. CJCC Principals have received briefings and are provided monthly updates on the progress of the planning efforts. The agency's Interagency Research Advisory Committee and Interagency Technology Advisory Committees (both consisting of research and information technology subject matter experts from across the criminal and juvenile justice system are engaged and assist with shepherding this important effort along with a range of information sharing initiatives. Additionally, workgroups are convened regularly throughout the year to identify, analyze and address any challenges associated with information sharing be they related to business process, policy, information quality or security.

12. Please list all of the local and federal agency partners from whom your agency collected data in FY15, FY16, and FY17, to date. For each agency, please detail:

- a. The categories of data that CJCC collected from the agency;
- b. The frequency with which CJCC collected that category of data (i.e., one-time, weekly, monthly, etc.);
- c. The reason why CJCC collected that category of data from the agency;
- d. The titles of reports, evaluations, analyses, white papers, or briefs created by CJCC using the data requested; and
- e. A summary of any data requests that were made but not obtained, as well as why they were not obtained.

Response: CJCC works with a myriad of local and federal partners to prepare reports and conduct analyses. The list of analyses and reports along with the data submitted by agencies to conduct the requisite analyses is provided below.

FY15

- Mental Health Information Sharing Report. CJCC engaged a consultant, BDA Consultant to conduct the Bureau of Justice Statistics funded study on mental health sharing practices in the District of Columbia. Information was collected from the following partners:
 - BOP
 - CSOSA
 - DBH
 - DCSC
 - DOC
 - MPD
 - OAG
 - PDS
 - PSA
 - Unity Health Care
 - USAO
 - USMS
 - USPC
- Bench Warrant Analysis:
 - DCSC one time data request for Bench Warrant information
- GunStat - Carrying Pistol Without a License Analysis
 - MPD one time data request for adults charged with a CPWL in 2014
 - USAO one time data request for case statuses
 - PSA one time data request for criminal history, plus holds
 - CSOSA one time data request for supervision information
 - DCSC granted CJCC permission to extract dispositions from JUSTIS

- **Truancy Data Reports**
 - DCPS quarterly and year end data on truancy and in-seat attendance
 - PCSB quarterly and year end data on truancy and in-seat attendance
 - CSSD quarterly and year end data on referrals and recommendations for prosecution
 - OAG quarterly and year end data on referrals for prosecution and recommendations
 - CFSA quarterly and year end data on referrals for child neglect
- **Juvenile Justice Monthly Data Reports**
 - MPD monthly data on diversion
 - CSSD monthly data on intakes and court outcomes, alternative placement population
 - DYRS monthly data on detention and shelter populations

FY16

- **Truancy Data Reports**
 - DCPS quarterly and year end data on truancy and in-seat attendance
 - PCSB quarterly and year end data on truancy and in-seat attendance
 - CSSD quarterly and year end data on truancy referrals and recommendations for prosecution
 - OAG quarterly and year end data on referrals for prosecution and recommendations
 - CFSA quarterly and year end data on referrals for child neglect
- **Juvenile Justice Monthly Data Reports**
 - MPD monthly data on diversion
 - CSSD monthly data on intakes and court outcomes, alternative placement population
 - DYRS monthly data on detention and shelter populations
- **Readiness Assessment Consultation**
 - CJCC engaged the W. Haywood Burns Institute. Data and information was provided by the following agencies MPD, OAG, DC Superior Court/ CSSD, and DYRS.
- **Family Reunification Home Report**
 - MPD data on abscondence arrests
 - DYRS data on abscondence from Reunification homes
 - CSSD data on abscondence from Reunification homes
- **Public Safety and Justice in the District of Columbia 2009-2014**
 - CJCC worked with the following partners to collect and analyze data on population, crime rates and numbers, arrests, individual outcome totals, and demographics.
 - MPD

- PSA
 - CSOSA
 - DCSC
 - Sentencing Commission
 - US Sentencing Commission
 - USDC
 - USPO
 - DOC
 - BOP
 - US Census (data was acquired by CJCC independently)
- Research in Brief Vol 1, Issue 1: New Psychoactive Substances
 - FEMS one time request for one-year of NPS/overdose related responses
- Research in Brief Vol 1, Infographic 1: Justice System Involved Individuals
 - BOP one time data on population count
 - DOC one time data on population count
 - MPD one time data on arrests
 - CSOSA one time data on population count
 - PSA one time data on population count
- GunStat - Analysis of Violent Offending Post-GunStat Identification
 - MPD one time data request for the designated cohort arrested for a violent offense
 - USAO one time data request for case status information
 - PSA one time data request for criminal history and holds
 - CSOSA one time data request for supervision status information
 - DCSC one time data request for dispositions
- Juvenile Justice Shelter Home Assessment (Prepared Pursuant to AO 17-04)
 - MPD one time data request on abscondence-related arrests (custody order)
 - DYRS one time data request on abscondence from Reunification homes
 - CSSD one time data request on abscondence from group homes
- Automation of Public Safety and Justice in the District of Columbia (FY 2016-2017)
 - One time historic and ongoing annual data was requested from partners identical to the requests for the Public Safety and Justice Report to fill ongoing dash-boarding, including:
 - MPD
 - PSA
 - CSOSA
 - DCSC
 - DOC
 - BOP
 - DYRS

- An Analysis of Homicides in the District of Columbia in 2015 (Official Use)
Data was provided by the following agencies:
 - MPD
 - PSA
 - OCME
 - DOC
 - USPC
 - SCDC
 - DBH
 - CSOSA
- Safe Surrender After Action Report
 - PSA one time data request to validate the number of participants, warrants and the type of warrants quashed during Safe Surrender convened September 2016.

FY17

- A Study on the District's Secure Custody Population: Flow, Services, Best Practices, and Reentry
 - One time data requests on FY15 populations from:
 - DOC
 - BOP
 - DBH
 - PSA
- Youth Rehabilitation Act Study (Research Plan in Progress)
- Quarterly Truancy Report (Ongoing)
 - DCPS quarterly and year end data on truancy and in-seat attendance
 - PCSB quarterly and year end data on truancy and in-seat attendance
 - CSSD quarterly and year end data on truancy referrals and recommendations for prosecution
 - OAG quarterly and year end data on referrals for prosecution and recommendations
 - CFSA quarterly and year end data on referrals for child neglect
- Juvenile Recidivism Analysis (Pending)
 - DYRS baseline data pull on custody population data
 - MPD baseline data pull on juvenile arrests and diversions
 - CSSD baseline data pull on intakes, recommendations, and court outcomes
 - OAG baseline data pull on papering decisions, diversion programs
- Juvenile Justice Monthly Data Reports (Ongoing. Prepared Pursuant to AO 17-04)
 - MPD monthly data on diversion
 - CSSD monthly data on intakes and court outcomes, alternative placement population
 - DYRS monthly data on detention and shelter populations

- Automation of Public Safety and Justice in the District of Columbia (Pending)
 - Ongoing annual data was requested from partners identical to the provisions for the Public Safety and Justice Report to fill ongoing dash-boarding, including:
 - MPD
 - PSA
 - CSOSA
 - DCSC
 - DOC
 - BOP
 - DYRS
- Truancy Prosecution Impact Study (Pending)
 - DCPS one time truancy data
 - PCSB one time truancy data
 - OAG one time prosecution and diversion information
 - CSSD one time referral information
 - OSSE one time attendance information
- Youth Rehabilitation Act (YRA) (Final Research Plan Pending)

13. Please provide an update on the following strategic priority areas, including any anticipated programmatic changes and associated funding (and funding needs) in FY17 and FY18.

- a. Juvenile Justice;
- b. Adult Reentry;
- c. Combatting Violent Violence;
- d. GunStat;
- e. Grants Planning;
- f. Papering Reform;
- g. Justice Information System (JUSTIS);
- h. Warrants;
- i. Interagency Research Advisory Committee;
- j. Continuity of Operations; and
- k. Substance Abuse Treatment & Mental Health Services Integration.

Response: The following are updates to the priority areas through December 2016.

Juvenile Justice;

- Executed a dual supervision case management MOU among six partners.
- Drafted a plan to share data between the Juvenile Justice and Education Systems.
- Produced three (3) quarterly reports and one (1) year- end report with baseline and AAA truancy measures.
- Submitted annual OJJDP report. District is in full compliance of the JJDP Act.
- Completed the Readiness Assessment and distributed recommendations to partners.
- Hosted the 7th Annual Juvenile Justice Summit. Summit had 600 registrants.

- Re-launched the YSC Population Workgroup dedicated to preemptively addressing fluctuations in the YSC population.
- Developed a proposal for a transitional academy to address unique educational needs for juveniles returning to the community from secure detention.

Adult Reentry;

- Developed a 3-year Citywide Reentry Strategic Action Plan (Under review by stakeholders)
- Co-sponsored with MORCA the 3rd Annual Women's Reentry Leadership Conference – Reflect, Renew, Reconnect.
- Developed an infographic chronicling justice system-involved individuals in the District.
- Convened a Reentry Town Hall Forum.
- Convened a Bridging Research to Practice Series presentation – Women's Reentry in the District of Columbia: Unique Issues, Unique Solutions.
- Convened a reentry focused fall public meeting (October 2015) - Strategic Focus on Girls and Women in the Criminal Justice System: Creating Pathways to Promise and Success.

Combating Violent Crime;

- Established a baseline for the District's submissions to the NCIC, III and NICS indexes.
- Identified gaps and areas of improvement with respect to the District's submission to the NCIC, III and NICS indexes.
- Received a \$468,000 grant from the Department of Justice to improve the number of warrants and protective orders submitted to the FBI.
- Identified a new federal funding stream to help address the gaps and inefficiencies in NCIC, III and NICS reporting.
- Identified the two barriers to becoming eligible for NICS Act Record Improvement Program (NARIP) funding and developed a strategic plan to address the barriers.
- Initiated GunStat multi-agency involved case reviews.
- Held the 2016 Safe Surrender, during which a total of 344 participants voluntarily surrendered on a total of 383 cases.
- Piloted a warrant dashboard which visualizes the number, type and kind of open warrants in the District of Columbia.
- Conducted an analysis of warrant quashing project. OAG and USAO efforts resulted in 20% decline in the number of open warrants in the District.

GunStat (subsumed into Combating Violent Crime);

Grants Planning;

- Hosted three trainings as part of the 2015-2016 Grant Writing & Management Training Series. A total of two hundred and twenty people participated in the training series..

- Produced an analysis of federal support for the District's adult and juvenile justice systems. The analysis showed that government and non-profit partners secured at least \$23,000,000 in FY15 grant dollars.
- Created a baseline for grant funds awarded to the District and highlighted the outcomes of FY16 grant applications submitted by committee partners.

Papering Reform (CJCC Principals removed as a priority area for FY16);

Justice Information System (JUSTIS);

JUSTIS System to System Information Exchanges

- Began implementation of the Arrest Feed Enhancement (AFE) project, in which additional data fields will be added to the existing arrest data feeds and made available to Recipient Agencies.
- Completed the requirements gathering phase of the Juvenile Papering Project (JPP), in which the number of electronic transactions were defined along with the data to be shared in each transaction.
- Initiated the requirements gathering phase of the Warrant Exchange Project (WEP), in which warrant information shall be electronically exchanged between the Metropolitan Police Department and the Superior Court for the District of Columbia.
- Encrypted all Contributing Agency information stored within JUSTIS.

JUSTIS Information Portal

- Connected JUSTIS to the Maryland electronic hub for the exchange of information among the Integrated Justice Information Systems (IJIS) of the District of Columbia, and the states of Maryland, Pennsylvania and Delaware.
- Initiated Viewing Agencies connections to the JUSTIS Disaster Recovery (DR) Site.
- Completed phase II of the hardware and software for its JUSTIS infrastructure upgrade.
- Enhanced the JUSTIS Data Quality module to allow agencies to report when PDID-related corrections are made by MPD or when duplicate case corrections are made by DCSC.

Governance

- Updated Memorandum of Agreement (MOA) and Interconnection Security Agreement (ISA) template documents. Forwarded to partner agencies for review and signature.
- Completed updates to the JUSTIS Privacy Policy which were incorporated within the JUSTIS Policies and Procedures Manual.

Warrants (subsumed into Combating Violent Crime);

Interagency Research Advisory Committee (IRAC) - The IRAC supports the Statistical Analysis Center. (See responses to question 17 below.);

Continuity of Operations Planning;

- Updated the Criminal Justice Annex and submitted it to HSEMA. The Annex is part of the District's Disaster Response Plan (DRP).
- Facilitated interoperable radio communication training provided by HSEMA, Office of Unified Communications (OUC).
- Hosted Incident Command Systems (ICS) training, Public Information Officer (PIO) training, and executed the first full scale exercise (FSE) organized in conjunction with DC Superior Court (DCSC) and the U.S. Marshals (USMS). Eight agencies and over 70 agency representatives participated.
- Updated the interagency emergency contact list with successor designees spanning three levels of management.

Substance Abuse Treatment & Mental Health Services Integration.

- Completed the SATMHSIT Annual Report chronicling accomplishments under 2009-2015 SATMHSIT Strategic Plan.
- Established and convened a Mental Health Information Sharing Workgroup.
- Established and convened a Regional NPS Workgroup.
- Expanded access to the CJCC NPS SharePoint site to include partners from Maryland, Virginia, the federal government, and the armed forces.
- Developed a New Psychoactive Substances Research Brief.
- Developed a Super-Utilizers in the District of Columbia Research Brief.
- Completed an audit of the CJCC Resource Locator.
- Served as the District's point of contact and implementation team for the White House Data Driven Justice Initiative.
- Received grant funding to identify super-utilizers from the Bureau of Justice Assistance Justice and Mental Health Collaboration Program (JMHCP).
- Supported DOC's establishment of a Mental Health Step Down Unit.
- Supported DBH's 2016 Sequential Intercept Mapping and corresponding action items.

14. Please provide the following information on the Juvenile Detention Alternatives Initiative ("JDAI"):

- a. A list of the local and federal agencies involved in the JDAI;
- b. A list of non-governmental stakeholders involved in JDAI;
- c. The frequency with which JDAI meets; and
- d. Copies of all reports and other documents prepared for JDAI meetings for FY16.

Response: The Juvenile Detention Alternatives Initiative (JDAI), supported by the Annie E. Casey Foundation, strives to provide youth involved in the criminal justice system opportunities to develop into healthy, productive adults through enhancements to local policies, practices and programs. JDAI commenced in the District in 2005 with the objective of reducing the unnecessary detention of youth who are not public safety risks. The District joins over 200 jurisdictions in 39 states. CJCC coordinates the JDAI data committee which informs the work of the Juvenile Justice Committee.

The following agencies participate in the monthly JDAI data committee meetings:
 DC Superior Court – Court Social Services Division
 Department of Youth Rehabilitation Services
 Metropolitan Police Department
 Office of the Attorney General
 Public Defender Services
 Criminal Justice Coordinating Council

JDAI reports are not for redistribution pursuant to AO17-04 “Access to Juvenile Data”.

15. Please discuss any legislative priorities for CJCC in FY17.

Response: The CJCC members have not identified FY17 legislative priorities at this time.

16. Please provide an update on the Custodial Population Study.

- a. What are the current objectives of the study?
- b. What agency or contractor is conducting the quantitative and qualitative analysis?
- c. What is the current timeline for completion of the study?
- d. How does CJCC plan to collaborate with stakeholders to obtain feedback about the results of the study?

Response: In FY16, CJCC worked with the Chair of the Committee on the Judiciary and his staff along with the Deputy Mayor for Public Safety and Justice and Department of Corrections to identify, review and summarize existing research about custody populations in the District. A Request for Proposals was subsequently released to solicit a contractor to perform the work. The Justice Research and Statistics Association (JRSA), including sub-contractor The Moss Group (TMJ), were engaged in late summer FY16.

To date, CJCC has worked with JRSA and TMJ to begin the requisite quantitative data collection from DOC, BOP, PSA, CSOSA, and DBH which will inform an analysis of the populations and their needs for all those going through DOC and released from BOP during FY2015. Focus group meetings will be scheduled in the coming months. JRSA has completed a literature review of “best practices” for jail programming. The quantitative and qualitative analysis of the DC custodial populations is expected to be completed by the summer, with a full summary report by the end of the fiscal year.

17. Please discuss the reports and analyses conducted by the Statistical Analysis Center in FY16 and FY17, to date. Please discuss the progress of any outstanding reports or requests, including their anticipated dates of completion.

Response: Please discuss the reports and analyses conducted by the Statistical Analysis Center in FY16 and FY17, to date. Please discuss the progress of any outstanding reports or requests, including their anticipated dates of completion.

FY16: CJCC prepared or contracted for the following studies, research papers, reports and analyses:

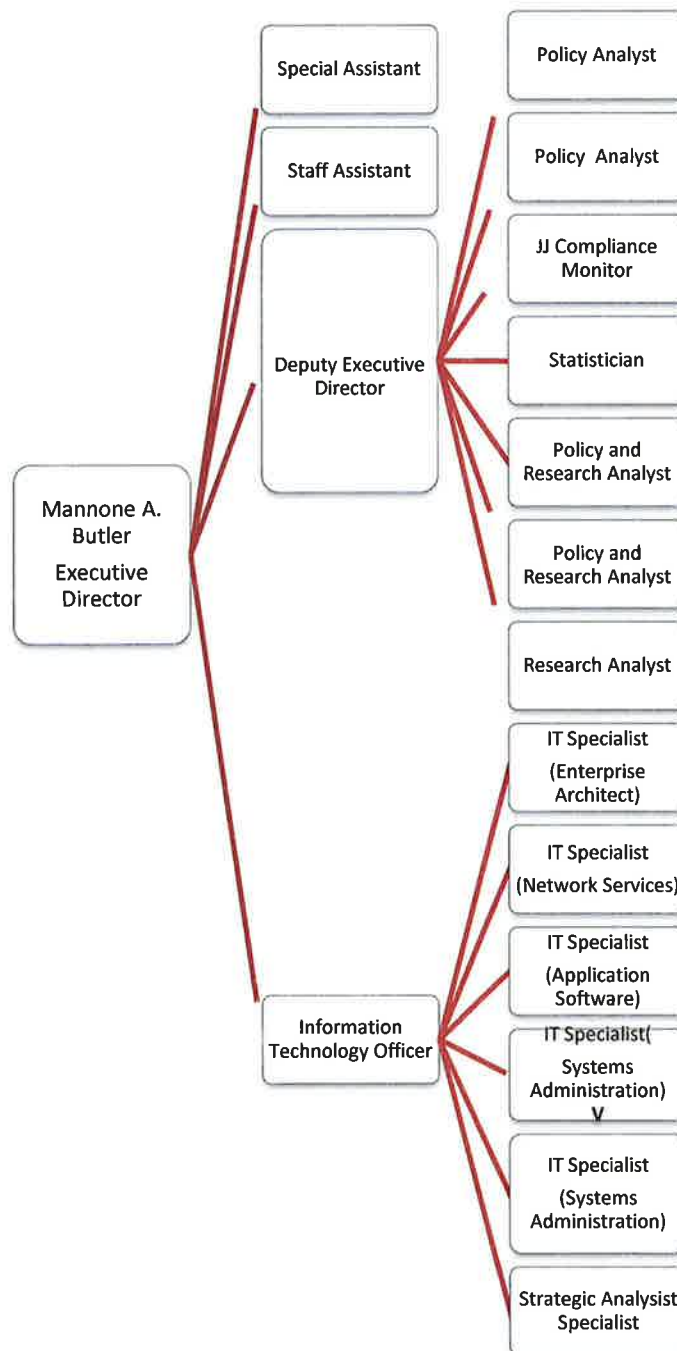
- A Study on the District's Secure Custody Population: Flow, Services, Best Practices, and Reentry (Pending – Anticipated Completion: End of FY17)
- Disproportionate Minority Confinement Readiness Assessment Consultation (Completed)
- Public Safety and Justice in the District of Columbia 2009-2014 (Completed)
- Research in Brief Vol 1, Issue 1: New Psychoactive Substances (Publication) (Completed)
- Research in Brief Vol 1, Issue 2: Restorative Justice (Publication)(Completed)
- Research in Brief Vol 1, Issue 3: Super Utilizers in the District of Columbia (Publication)(Completed)
- Research in Brief Vol 1, Infographic 1: Justice System Involved Individuals (Publication)(Completed)
- Juvenile Justice Shelter Home Assessment (Complete)
- Automation of Public Safety and Justice in the District of Columbia (FY 2016-2017)
- An Analysis of Homicides in the District of Columbia in 2015 (Completed – Official Use Only)
- Monthly Juvenile Justice Data Reports (Completed – Prepared Pursuant to AO 17-04)
- Quarterly Truancy Data Reports (Completed)

FY17: CJCC prepared or contracted for the following studies, research papers, reports and analyses:

- A Study on the District's Secure Custody Population: Flow, Services, Best Practices, and Reentry (Pending – Anticipated Completion: End of FY17)
- Youth Rehabilitation Act Data Requested by CM Allen (Completed)
- Youth Rehabilitation Act Study (Per the Mayor's request. Pending – Anticipated Completion July 1st)
- Automation of Public Safety and Justice in the District of Columbia (Pending)
- Research in Brief Vol 2, Issue 1: Juvenile Justice – Recidivism (Pending)
- Research in Brief Vol 2, Issue 2: Information Sharing – Facts and Fictions (Pending)
- Research in Brief Vol 2, Issue 3: Deflection and Diversion Programs (Pending)
- Research in Brief Vol 2, Infographic 2: A Guide to Justice in the District of Columbia (Pending)
- Monthly Juvenile Justice Data Reports (Ongoing. Prepared Pursuant to AO 17-04)
- Quarterly Truancy Data Reports (Ongoing)
- Quarterly Outstanding Warrants Analyses (Ongoing)

ATTACHMENT A

ORGANIZATIONAL CHART
(as of February 7, 2017)



ATTACHMENT B

SCHEDULE A
(as of February 7, 2017)

Title	Position Number	Grade	Step	Salary	Fringe	Program	Activity	Type	Length of Service	Vacancy Status
Executive Director	00040860	11	0	173,328.36	30,852	2010	2010	Reg	10.5 Years	Filled
Staff Assistant	00033752	9	9	59,249.00	10,546	2010	2010	Term	1.1 Years	Filled
Policy and Research Analyst	00039221	14	2	98,859.00	17,597	1010	1010	Reg	1.7 Years	Filled
Policy and Research Analyst	00088679	14	1	95,791.00	17,051	1010	1010	Reg	9.2 Years	Filled
SPECIAL ASST	00024737	7	0	121,926.66	21,703	2110	2110	Reg	12 Years	Filled
Deputy Executive Director	00063470	9	0	120,429.44	21,436	2120	2120	Reg	4.7 Years	Filled
INFO TECH SPEC	00036326	9	0	117,281.36	20,876	3110	3110	Reg	11.8 Years	Filled
IT Spec. (Enterprise Arch.)	00046539	7	0	115,030.00	20,475	3110	3110	Reg	6.6 Years	Filled
Statistician	00032347	14	7	114,199.00	20,327	1110	1110	Reg	1.4 Years	Filled
IT Spec. (Applic. Software)	00046511	7	0	105,448.16	18,770	3110	3110	Reg	2.9 Years	Filled
Policy Analyst	00006387	13	9	101,826.00	18,125	2120	2120	Reg	2.8 Years	Filled
IT Spec. (Systems Admin.)	00085640	7	0	93,359.20	16,618	3110	3110	Reg	2 Years	Filled
IT Specialist (Network Svcs.)	00046508	7	0	92,663.46	16,494	3110	3110	Reg	7.3 Years	Filled
Research Analyst	00063282	13	4	88,841.00	15,814	1110	1110	Reg	2.4 Years	Filled
Juvenile Justice Compl Monitor	00039629	13	3	86,244.00	15,351	1110	1110	Reg	2 Years	Filled
Policy Analyst	00046507	13	1	81,050.00	14,427	2120	2120	Reg	0.8 Years	Filled
Strategic Analysis Specialist	00082640	6	0	66,078.62	11,762	3110	3110	Reg	1 Years	Filled
IT Spec. (Applic. Software)	00063535	7	0	101,437.00		3110	3110	Reg	Vacant	

ATTACHMENT C

CJCC EMPLOYEES WITH CELLPHONES

CJCC CELLULAR PHONE AND MOBILE DEVICES				
#	Name & Cell Phone #	Title	Total Expense	Purpose
FY 2016				
1	MAButler (202-615-2626)	Executive Director	\$1,392.92 (includes a one-time charge of \$449.99 for the device)	Email access
2	CXHowell (202-674-8944)	Deputy Executive Director	\$637.93	Email access
3	CLJones (202-340-5270)	Strategic Analysis Specialist	\$680.23	Email access
4	RJackson (202-355-4682)	Special Assistant	\$680.23	Email access
5	CMoses (202-251-6783)	Network Admin/JUSTIS Security	\$680.23	Email access
6	DVann (202-368-2596)	Juvenile Justice Compliance Monitor	\$637.93	Email access
7	DMarimon (202-412-5173)	Research & Policy Analyst	\$680.23	Email access
8	EMcCann (202-351-9795)	IT Policy Analyst/Statistician	\$680.23	Email access
9	IChaudhry (202-286-5744)	Chief Information Officer	\$680.51	Email access
10	KMunir (202-664-4154)	Policy Analyst	\$652.35	Email access
11	LDiaz (202-674-8644)	Policy Analyst	\$672.17	Email access
12	MColbert (202-340-6922)	IT Specialist (Systems Administration)	\$680.23	Email access
13	MKhan (202-251-4215)	Enterprise Architecture	\$680.23	Email access
14	SHussain (202-549-7243)	Information Technology Specialist	\$637.93	Email access
15	SVillalobos (202-412-9828)	Research Analyst	\$687.23	Email access
16	JUSTIS Helpdesk (202-316-6554)	IT Staff	\$680.23	24/7 Helpdesk access by phone for JUSTIS
FY 2016 Total:			\$11,440.81	

CJCC CELLULAR PHONE AND MOBILE DEVICES				
#	Name & Cell Phone #	Title	Total Expense	Purpose
FY 2017				
1	MAButler (202-615-2626)	Executive Director	\$263.07	Email access
2	CXHowell (202-674-8944)	Deputy Executive Director	\$144.09	Email access
3	CRobinson (202-341-0224)	Policy and Research Analyst	\$77.12	Email access
4	CLJones (202-340-5270)	Strategic Analysis Specialist	\$154.65	Email access
5	RJackson (202-355-4682)	Special Assistant	\$154.65	Email access
6	CMoses (202-251-6783)	Network Admin/JUSTIS Security	\$154.65	Email access
7	DVann (202-368-2596)	Juvenile Justice Compliance Monitor	\$144.09	Email access
8	DMarimon (202-412-5173)	Research & Policy Analyst	\$154.65	Email access
9	EMcCann (202-351-9795)	Statistician	\$154.65	Email access
10	IChaudhry (202-286-5744)	Chief Information Officer	\$154.65	Email access
11	KMunir (202-664-4154)	Policy Analyst	\$145.74	Email access
12	LDiaz (202-674-8644)	Policy Analyst	\$154.65	Email access
13	MColbert (202-340-6922)	IT Specialist (Systems Administration)	\$154.65	Email access
14	MKhan (202-251-4215)	Enterprise Architecture	\$154.65	Email access
15	SHussain (202-549-7243)	Information Technology Specialist	\$144.09	Email access
16	SVillalobos (202-412-9828)	Research Analyst	\$154.65	Email access
17	JUSTIS Helpdesk (202-316-6554)	IT Staff	\$154.65	24/7 Helpdesk access by phone for JUSTIS
FY 2017 Total:			\$2,619.35	

ATTACHMENT D

AUTHORIZED EMPLOYEE TRAVEL
(FY 2016 and FY 2017)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Public Safety and Justice Cluster

Travel Expense Report

For travel that occurred between: 10/1/2015 - 9/30/2016

Criminal Justice Coordinating Council - CCJC - FJ0 - FJ0

No.	FY	Employee Name	Title	Travel Description and Destination	Travel Period	Expense Items	Amount	Fund
1	2016	Butler, Mannone A.	Executive Director	2015 33rd Annual NAJIS Conference - Buena Vista, FL	10/5/2015 - 10/8/2015	Travel Reimbursement Travel Advance Adjustments Total Other Related Exp by Trip Total Expenses by Trip	\$113.30 \$179.20 \$0.00 \$1,299.20 \$1,591.70	8110 8110
2	2016	Butler, Mannone A.	Executive Director	Local Travel Reimbursement - Washington, DC	12/15/2015 - 12/15/2015	Travel Reimbursement Adjustments Total Other Related Exp by Trip Total Expenses by Trip	\$26.00 \$0.00 \$0.00 \$26.00	8110
3	2016	Butler, Mannone A.	Executive Director	CJCC Monthly Principals' Meeting - Washington, DC	4/11/2016 - 4/11/2016	Travel Reimbursement Adjustments Total Other Related Exp by Trip Total Expenses by Trip	\$6.21 \$0.00 \$0.00 \$6.21	8110
4	2016	Butler, Mannone A.	Executive Director	Bexar County Restoration Center Site Visit - San Antonio, TX	4/13/2016 - 4/15/2016	Travel Reimbursement Travel Advance Adjustments Total Other Related Exp by Trip Total Expenses by Trip	\$169.42 \$153.60 \$0.00 \$1,019.10 \$1,342.12	8110 8110
5	2016	Butler, Mannone A.	Executive Director	Local Travel - CJCC Juvenile Justice Summit - July 21, 2016 - Washington, DC	7/21/2016 - 7/21/2016	Travel Reimbursement Adjustments Total Other Related Exp by Trip Total Expenses by Trip	\$20.00 \$0.00 \$0.00 \$20.00	8110