



February 10, 2023

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

**Re: Performance Oversight Pre-Hearing Questions
Fiscal Years 2022-2023 (to date)**

Dear Chairwoman Pinto,

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,

Kristy Love
Interim Executive Director

Enclosure

**PERFORMANCE OVERSIGHT HEARING
CRIMINAL JUSTICE COORDINATING COUNCIL RESPONSES
FY 2022 to FY 2023 (to date)**

A. ORGANIZATION AND OPERATIONS

1. Please provide a complete, up-to-date **organizational chart** for the agency and each division within the agency, including the names and titles of all senior personnel. Please include an explanation of the roles and responsibilities for each division and subdivision within the agency.
 - Please include a list of the employees (name and title) for each subdivision and the number of vacant, frozen, and filled positions. For vacant positions, please indicate how long the position has been vacant.
 - Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Response: Please see *Attachment A*.

2. Please list each **new program** implemented by the agency during FY 2022 and FY 2023, to date. For each initiative please provide:
 - A description of the initiative, including when begun and when completed (or expected to be completed);
 - The funding required to implement the initiative;
 - Any documented results of the initiative.

Response: CJCC did not implement any new programs during FY 2022 or FY 2023, to date.

3. Please provide a complete, up-to-date **position listing** for your agency, ordered by program and activity, and including the following information for each position:
 - Title of position;
 - Name of employee or statement that the position is vacant, unfunded, or proposed;
 - Date employee began in position;
 - Salary and fringe benefits (separately), including the specific grade, series, and step of position;
 - Job status (continuing/term/temporary/contract);
 - Whether the position must be filled to comply with federal or local law.

Please note the date that the information was collected.

Response: Please see the table below.

SCHEDULE A
(as of December 31, 2022)

Program	Cost Center	Filled/Vacant	Position Number	Position Title	Employee Name	Grade	Step	Pay Schedule	Salary	Fringe	FTE	Type	Funded (Y/N)	Hire Date	Time with Agency	Filled by Law
800070	80132	Filled	00006387	Policy Analyst	K. Munir	13	10	DS0087	119,916	25,782	1.00	Cont. FT	Y	3/24/2014	8	N
800070	80131	Filled	00024737	SPECIAL ASST	R. Jackson	7	0	XS0001	140,011	30,102	1.00	Cont. FT	Y	1/15/2005	17	N
800071	80134	Filled	00032347	Statistician	R. Seo-Park	14	5	DS0087	124,091	26,680	1.00	Cont. FT	Y	7/6/2020	2	N
800071	80134	Filled	00039221	Policy and Research Analyst	D. Marimon	14	6	DS0087	127,615	27,437	1.00	Cont. FT	Y	5/19/2015	7	N
800071	80134	Filled	00039629	Juvenile Justice Compl Monitor	T. Lemons	13	6	DS0087	107,984	23,217	1.00	Cont. FT	Y	1/8/2018	5	N*
800070	80131	Filled	00040860	Interim Executive Director	K. Love	10	0	XS0001	182,066	39,144	1.00	Cont. FT	Y	6/26/2017	5	N
800070	80132	Filled	00046507	Policy Advisor	L. Diaz	14	2	DS0087	113,522	24,407	1.00	Cont. FT	Y	4/4/2016	6	N
800069	80133	Filled	00046508	IT Specialist (Network Svcs.)	C. Moses	7	0	XS0001	106,408	22,878	1.00	Cont. FT	Y	9/28/2009	13	N
800069	80133	Filled	00046511	IT Spec. (Applic. Software)	S. Hussain	7	0	XS0001	121,089	26,034	1.00	Cont. FT	Y	3/10/2014	8	N
800069	80133	Vacant	00046539	IT Spec. (Enterprise Arch.)		7	0	XS0001	116,483	25,044	1.00	Cont. FT	Y			N
800070	80132	Vacant	00063470	Deputy Executive Director		9	0	XS0001	149,763	32,199	1.00	Cont. FT	Y			N
800069	80133	Filled	00082640	Strategic Analysis Specialist	N. Calcano	12	10	DS0087	103,333	22,217	1.00	Cont. FT	Y	11/12/2019	3	N
800069	80133	Vacant	00085640	IT Specialist (Syst. Admin.)		13	0	DS0087	93,069	20,010	1.00	Cont. FT	Y			N
800071	80134	Filled	00088679	Policy and Research Analyst	C. Robinson	14	6	DS0087	127,615	27,437	1.00	Cont. FT	Y	10/29/2007	15	N
800071	80134	Filled	00093790	Statistician (Social Science)	E. Partin	14	2	DS0087	113,522	24,407	1.00	Cont. FT	Y	6/21/2021	1	N
800070	80131	Filled	00094711	Public Affairs Specialist	M. Mikhaylova	13	10	DS0087	95,933	20,626	0.80	Cont. PT	Y	7/9/2018	4	N
800069	80133	Filled	00097464	Information Technology Special	D. Vincent	13	5	DS0087	105,001	22,575	1.00	Cont. FT	Y	6/24/2019	3	N
800071	80134	Filled	00100214	Data Scientist	S. Chapman	13	1	DS0087	93,069	20,010	1.00	Cont. FT	Y	3/14/2022	0	N
800070	80131	Filled	00100353	Staff Assistant	T. Vines	11	6	DS0087	75,775	16,292	1.00	Cont. FT	Y	12/14/2015	7	N
800069	80133	Filled	00100375	Chief Information Officer	M. Irlandez	9	0	XS0001	169,789	36,505	1.00	Cont. FT	Y	4/19/2021	1	N
800071	80134	Vacant	00109380	Policy Advisor		14	0	DS0087	109,999	23,650	1.00	Cont. FT	Y			N

* This position is required for the District to receive Title II federal grant funding from the U.S. Department of Justice.

4. Does the agency conduct annual **performance evaluations** of all of its employees, and was this done in FY 2022? Who conducts such evaluations? What are they performance measures by which employees are evaluated? What steps are taken to ensure that all agency employees are meeting individual job requirements? What steps are taken when an employee does not meet individual job requirements?

Response: CJCC conducted performance evaluations of all employees for FY 2022. Evaluations for Policy, Statistical Analysis Center and Administrative staff and the Chief Information Officer (CIO) were conducted by the Interim Executive Director. Evaluations for Information Technology staff were conducted by the CIO and reviewed by the Interim Executive Director.

All staff were evaluated on the following seven competencies: (1) Communication; (2) Accountability; (3) Teamwork; (4) Flexibility/Adaptability; (5) Productivity; (6) Problem Solving; and (7) Initiative. The CIO was also evaluated on an additional competency: Leadership.

The Interim Executive Director and CIO conduct routine one-on-one meetings with direct reports, during which guidance and feedback are provided regarding performance; and they conduct weekly or bi-weekly division meetings to discuss overall team performance. In instances when an employee does not meet individual job requirements, the supervisor discusses with the employee the areas where expectations are not being met; identifies factors that may be affecting the employee's performance issues and develops a plan for addressing those factors; and then regularly monitors the employee's performance and provides real-time feedback to encourage improvement.

5. Please list all **employees detailed** to or from your agency, if any. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

Response: CJCC did not have any detailees in FY 2022, and the agency has not had detailees to date in FY 2023.

6. Please provide the position name, organization unit to which it is assigned, and hourly rate of any **contract workers** in your agency, and the company from which they are contracted.

Response: Please see *Attachment B*.

7. Please provide the Committee with:
 - (a) A list of all employees who receive cellphones or similar communications devices at agency expense.

Response:

#	Name & Cell Phone #	Title	Total FY 2022 Expense	Purpose
1	MAButler – 202-615-2626	Former Executive Director – no longer w/CJCC	\$599.21	Now a spare due to vacancy.
2	KLove – iPad – 202-538-1732	Interim Executive Director	\$453.26	Email access
3	KLove – 202-674-8944	Interim Executive Director	\$599.21	Email access
4	CRobinson – 202-341-0224	Policy and Research Analyst	\$602.92	Email access
5	NCalcano – 202-538-4710	Strategic Analysis Specialist	\$644.46	Email access
6	RYJackson – 202-355-4682	Special Assistant	\$644.46	Email access
7	CMoses – 202-251-6783	Network Adm/JUSTIS Security	\$644.46	Email access
8	TLemons – 202-368-2596	Juvenile Justice Compliance Monitor	\$599.21	Email access
9	RYSeo-Park – 202-412-9828	Statistician	\$644.46	Email access
10	EPartin – 202-676-7739	Statistician	\$599.21	Email access
11	DMarimon – 202-412-5173	Research & Policy Analyst	\$644.46	Email access
12	MIrlandez – 202-286-5744	Chief Information Officer	\$644.46	Email access
13	KMunir – 202-664-4154	Policy Analyst	\$646.81	Email access
14	LDiaz – 202-674-8644	Policy Analyst	\$644.46	Email access
15	Spare – 202-340-6922	IT Specialist (Systems Administration)	\$644.46	Email access
16	MMikhaylova – 202-674-3044	Public Affairs Specialist	\$761.83	Email access
17	Spare – 202-251-4215	Enterprise Architecture	\$644.46	Email access
#	Name & Cell Phone #	Title	Total FY 2022 Expense	Purpose
18	SHussain – 202-549-7243	Information Technology Specialist	\$599.21	Email access
19	SChapman – 202-351-9795	Data Scientist	\$628.92	Email access
20	JUSTIS Helpdesk – 202-316-6554	IT Staff	\$599.21	24/7 Helpdesk access by phone for JUSTIS
21	DVincent – 202-664-2839	IT Specialist (Systems Admin)	\$599.21	Email access

(b) Please provide the total cost for mobile communications and devices at the agency for FY 2022 and FY 2023 to date, including equipment and service plans.

Response: The total FY 2022 cost for mobile communications and devices for agency staff was \$13,088.35. EOM/OCTO has advised that no billing information is currently available for the FY 2023 total cost to date.

(c) A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned.

Response: No vehicles were assigned to CJCC in FY 2022 and FY 2023, to date.

(d) A list of employee bonuses or special award pay granted in FY 2022 and FY 2023, to date.

Response: Please see the list below. Please note that there have been no special pay or bonuses granted in Q1 FY23.

FY 2022 Bonus & Special Pay Earners Bonuses & Special Pay as of PPE 09.24.2022		
Name	Amount	Description
C. Robinson	4,237	Bonus Pay - Referral Bonus
D. Marimon	4,358	Bonus Pay - Referral Bonus
T. Vines	2,516	Bonus Pay - Referral Bonus
M. Mikhaylova	3,276	Bonus Pay - Referral Bonus
K. Love	5,686	Bonus Pay - Referral Bonus
T. Lemons	3,271	Bonus Pay - Referral Bonus
R. Seo-Park	4,117	Bonus Pay - Referral Bonus
E. Partin	3,756	Bonus Pay - Referral Bonus
R. Jackson	4,781	Bonus Pay - Referral Bonus
K. Munir	4,095	Bonus Pay - Referral Bonus
L. Diaz	3,585	Bonus Pay - Referral Bonus
M. Irlandez	5,798	Bonus Pay - Referral Bonus
C. Moses	3,633	Bonus Pay - Referral Bonus
S. Hussain	4,135	Bonus Pay - Referral Bonus
N. Calcano	3,443	Bonus Pay - Referral Bonus
D. Vincent	3,484	Bonus Pay - Referral Bonus
TOTAL FY22	64,170	

(e) A list of travel expenses, arranged by employee.

Response: Please see *Attachment C*.

(f) A list of the total overtime and worker's compensation payments paid in FY 2022 and FY 2023, to date.

Response: There were no overtime or workers' compensation payments paid by CJCC or on CJCC's behalf in FY 2022 or in FY 2023 to date.

8. Please provide a list of each **collective bargaining agreement** that is currently in effect for agency employees.

(a) Please include the bargaining unit (name and local number), the duration of each agreement, and the number of employees covered.

(b) Please provide, for each union, the union leader's name, title, and his or her contact information, including e-mail, phone, and address if available.

(c) Please note if the agency is currently in bargaining and its anticipated completion date.

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

9. Please identify all **electronic databases** maintained by your agency, including the following:

(a) A detailed description of the information tracked within each system;

Response: CJCC developed and maintains the Justice Information System ("JUSTIS"), which has been designated as the District of Columbia's Integrated Justice Information System ("IJIS"). JUSTIS relies upon the voluntary contribution of information via data sets

provided by CJCC partner agencies. These data sets include the following types of information: arrest, incarceration, prosecution, supervision, pretrial, court and motor vehicle. JUSTIS is available to authorized users employed by local, federal and regional criminal and juvenile justice agencies in the District.

(b) The age of the system and any discussion of substantial upgrades that have been made or are planned to the system;

Response: JUSTIS has been in production since 2001. In FY 2022, the IT team implemented the following upgrades:

- Enhanced JUSTIS User Data Quality Assurance (DQA) Module
- Enhanced JUSTIS Exchange to exchange criminal justice data with MPD's new records management system, Mark43.
- Developed functionality to email the autogenerated MARIS Arrest Report to authorized users.
- Developed a "Coming Soon" section to inform JUSTIS users of upcoming enhancements.
- Enhanced JUSTIS Exchange to use a Restful API (Application Programming Interface) to exchange criminal justice data with USAO's new Oracle database platform.

In FY 2023, the IT team plans to implement the following upgrades:

- Enhance JUSTIS Exchange to exchange criminal justice data with DCSC's new cloud-based case management system, Odyssey.
- Develop an interagency JUSTIS Exchange Disaster Recovery plan.
- Enhance JUSTIS Information Portal to exchange criminal justice data with DOC's new cloud-based case management system, Offender360.
- Re-establish DC to MD juvenile data feed.
- Implement multifactor authentication for JUSTIS Information Portal.
- Conduct a technology refresh for end-of-life hardware and software.
- Implement security-related upgrades as needed.
- Discovery and planning of JUSTIS Cloud migration.

(c) Whether the public can be granted access to all or part of each system.

Response: The JUSTIS system is not available to the public.

10. Please describe the agency's procedures for investigating allegations of **sexual harassment** or misconduct committed by or against its employees. List and describe any allegations received by the agency in FY 2022 and FY 2023, to date, and whether and how those allegations were resolved.

Response: CJCC's Sexual Harassment Officer (SHO) is responsible for investigating allegations of sexual harassment or sexual misconduct committed by or against agency employees pursuant to Section 5.02 of the CJCC Handbook (May 2019). No sexual

harassment or misconduct allegations were received or investigated by the agency in FY 2022 or FY 2023, to date.

11. For any **boards or commissions** associated with your agency, please provide a chart listing the following for each member:
- (a) The member's name;
 - (b) Confirmation date;
 - (c) Term expiration date;
 - (d) Whether the member is a District resident or not;
 - (e) Attendance at each meeting in FY 2022 and FY 2023, to date.
 - (f) Please also identify any vacancies.

Response: There are no boards or commissions associated with CJCC.

12. Please list the **task forces and organizations**, including those inside the government such as interagency task forces, of which the agency is a member and any associated membership dues paid.

Response:

CJCC participates in the following task forces and workgroups:

- Every Day Counts! Task Force
- Juvenile Justice Advisory Group
- Opioid Task Force
- Grants Management Council (OCA)
- CIO Monthly Roundtable (OCTO)
- D.C. Epidemiological Outcomes Workgroup
- R User Group (OCTO)
- Privacy Group (OCTO)
- Mid-Atlantic Regional Information Sharing (MARIS)
- Violence Fatality Review Committee

CJCC is a member of the following associations:

- Justice Research and Statistics Association (JRSA) (Annual Fee: \$475)
- National Criminal Justice Association (NCJA) (Annual Fee: \$500)
- National Association for Justice Information Systems (NAJIS) (No Annual Fee)
- SEARCH (a national organization that promotes effective justice information sharing) (Annual Fee: \$9,925)
- National Network of Criminal Justice Coordinating Councils (NNCJCC) (No Annual Fee)

13. What has the agency done in the past year to make the activities of the agency more **transparent** to the public?

Response: To help ensure transparency, CJCC posted all of its research and analytical products that were suitable for public disclosure on its website and posted links to several products on LinkedIn. CJCC also focused its Spring public meeting on two reports commissioned by the agency that were developed to support the District's gun violence reduction efforts: (1) the [Gun Violence Problem Analysis](#), which identified the key drivers of gun violence in the District and (2) the [Gun Violence Reduction Strategic Plan](#), which includes 16 recommendations for how the District can reduce gun violence. CJCC also posts videos and written summaries of its public meetings, webinars and information sessions on the agency website and social media.

14. How does the agency solicit **feedback** from customers? Please describe.

Response: CJCC solicits feedback from (1) JUSTIS users via an annual user survey and the YourJUSTIS Working Group; (2) CJCC committee members via an annual survey; (3) CJCC members via annual one-on-one meetings with the Executive Director; and (4) persons who attend our public meetings and information sessions via participant surveys.

(a) What is the nature of comments received? Please describe.

Response: Regarding JUSTIS, more than 90% of users who responded to the FY 2022 survey reported that (1) they are satisfied with their JUSTIS experience; (2) JUSTIS is user-friendly; (3) JUSTIS provides necessary and important information for carrying out their roles and responsibilities; and (4) JUSTIS is a primary source of information for them. Feedback from the YourJUSTIS Working Group suggested that additional training regarding available features in JUSTIS may be beneficial.

CJCC members and committee members value the work of the CJCC, particularly the research and analysis that provides deeper insights into various criminal justice issues facing the District. They also appreciate the opportunities CJCC provides to connect with partners and develop collaborative solutions.

Regarding our public meetings and training and technical assistance sessions, 90% of participants who completed the surveys reported that they will be able to use the information they learned during the session, and 85% stated that their participation in the session increased their knowledge on the subject matter.

(b) How has the agency changed its practices as a result of such feedback?

Response: With respect to JUSTIS, CJCC's IT team is: (1) revamping its JUSTIS training curriculum and creating a JUSTIS user certification program to help ensure users are aware of all of the features that may be relevant for their roles and responsibilities and (2) considering making the following enhancements: (a) providing historical documents; (b) increasing log-in timeout; c) adding different types of media, including videos; and (d) increasing search functions, accessibility on various devices, and visibility.

For our committees, CJCC continues to make efforts to ensure that committee meetings are relevant and productive. Actions include ensuring that at least one of the committee chairs is a CJCC member; having CJCC members provide guidance on the specific areas on which they would like each committee to focus; and identifying specific action items for the committees that are aligned with members’ priorities.

Regarding our public meetings and training and technical assistance sessions, CJCC considers ideas shared by participants regarding themes for future sessions and also plans sessions that address specific challenges raised by partner agencies.

15. Please complete the following chart about the residency of **new hires**:

Response:

Number of Employees Hired in FY 2022 and FY 2023, to date		
Position Type	Total Number	District Residents
Continuing	2	1
Term	0	0
Temporary	0	0
Contract	Contract staff are not considered employees.	Because contract staff are not considered CJCC employees, the agency is not privy to their residency status.

16. Please provide the agency's FY 2022 Performance Accountability Report.

Response: Please see *Attachment D*.

B. BUDGET AND FINANCE

17. Please provide a chart showing the agency's **approved budget and actual spending**, by division, for FY 2022 and FY 2023, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures for each program and activity code.

Response: Please see the FY 2022 and FY 2023 tables below. FY 2023 only reflects available balances as of the first quarter, which is why there are surpluses. CJCC does not anticipate any major underspending by FY 2023 year-end.

FY 2022 Budget to Actuals						
Approp Fund	Program Title	Comp Source Group	FY22 Revised Budget	YTD Expenditures	Variance (Over)/Under	Explanation
0100 Local Fund	JUSTIS	0040	16,121.94	16,121.94		
		0041	424,695.39	405,785.70		
		0070	43,937.00	43,322.74		
	Total		484,754.33	465,230.38	19,523.95	Due to some contractual services not complete by 9/30/22.
	OPERATIONAL INFRASTRUCTURE	0011	155,063.11	84,096.00		
		0012	90,401.60	94,430.21		
		0013	-	47,310.55		
		0014	52,961.10	38,443.11		
		0020	8,595.65	8,534.09		
		0031	2,698.00	108.00		
		0040	63,709.32	66,733.77		
		0041	55,924.44	31,497.33		
	0070	24,416.68	23,232.42			
	Total		453,769.90	394,385.48	59,384.42	Due to net vacancy savings and unplanned FY22 COLA increase and bonus pay.
RESEARCH AND ANALYSIS	0011	237,375.94	247,499.69			
	0013	-	12,094.85			
	0014	49,445.41	64,007.69			
	0040	234,456.24	224,860.73			
Total		521,277.59	548,462.96	(27,185.37)	Mainly due to unplanned FY22 COLA increase and bonus pay not in budget.	
0150 Federal Payment Fund	JUSTIS (FED)	0011	666,820.28	638,263.28		
		0013	6,346.00	43,691.63		
		0014	118,093.14	141,104.96		
		0040	14,469.49	19,110.75		
		0041	95,602.00	95,602.00		
		0070	10,671.98	10,671.98		
		1180	-	-		
	Total		912,002.89	948,444.60	(36,441.71)	Primarily due to unplanned FY22 bonus pay not in budget.
	OPERATIONAL INFRASTRUCTURE (FEDERAL)	0011	182,922.68	190,753.08		
		0013	-	9,347.41		
		0014	38,102.79	48,861.40		
		0020	-	-		
		0040	16,959.46	12,268.20		
		0041	-	-		
	0070	841.00	841.00			
	Total		238,825.93	262,071.09	(23,245.16)	Mainly due to unplanned FY22 COLA increase and bonus pay not in budget.
	RESEARCH AND ANALYSIS (FED)	0011	361,077.29	294,794.77		
		0013	-	7,712.06		
		0014	75,212.39	44,061.75		
		0040	153,381.49	153,381.49		
0041		0.00	-			
Total		589,671.17	499,950.07	89,721.10	Mainly due to vacancy savings.	
TOPICAL WORK GROUPS (FED)	0011	370,304.06	385,542.38			
	0013	-	17,365.70			
	0014	77,134.34	74,514.55			
	0040	-	-			
Total		447,438.40	477,422.63	(29,984.23)	Unplanned bonus pay received during FY22 that was not in budget.	
0200 Federal Grant Fund	RESEARCH AND ANALYSIS (FED)	0041	225,000.00	124,510.10		
		1110	-	-		
Total		225,000.00	124,510.10	100,489.90	Multi-Year Grant; Actual grant award amount was only \$150K.	
0700 IntraDistrict Fund	RESEARCH AND ANALYSIS (ID)	0011	51,285.81	48,113.19		
		0013	-	2,388.39		
		0014	9,078.60	9,913.30		
		0040	1,160.00	1,109.53		
		0041	973.93	973.93		
		1070	-	-		
Total		62,498.34	62,498.34	-	No Variance	

FY 2023 Budget to Actuals (as of December 31, 2022)								
Approp Fund	Cost Center Description	Account Group (Parent Level 1)	Account Group (Parent Level 1) Description	FY23 Revised Budget	FY23 Expenditure	Variance (Over)/Under	Explanation	
1010 Local Fund	EXECUTIVE ADMINISTRATIVE OFFICE - FJO	701100C	CONTINUING FULL TIME	210,978.15	57,937.79	153,040.36		
		701200C	CONTINUING FULL TIME - OTHERS	92,209.60	27,428.94	64,780.66		
		701400C	FRINGE BENEFITS - CURR PERSONNEL	65,185.36	12,658.39	52,526.97		
		711100C	SUPPLIES & MATERIALS	75,000.00	-	75,000.00		
		712100C	ENERGY COMM & BLDG RENTALS	13,000.00	-	13,000.00		
		713100C	OTHER SERVICES & CHARGES	67,663.04	14,007.53	53,655.51		
		713200C	CONTRACTUAL SERVICES - OTHER	13,000.00	-	13,000.00		
		Total			537,036.15	112,032.65	425,003.50	Q1 Spending is on track with no surplus/deficit anticipated.
	INFORMATION TECHNOLOGY DIVISION FJO	701100C	CONTINUING FULL TIME	135,802.47	-	135,802.47		
		701400C	FRINGE BENEFITS - CURR PERSONNEL	29,197.53	-	29,197.53		
		713100C	OTHER SERVICES & CHARGES	237,343.00	-	237,343.00		
		713200C	CONTRACTUAL SERVICES - OTHER	406,678.00	53,760.00	352,918.00		
	717100C	PURCHASES EQUIPMENT & MACHINERY	170,000.00	-	170,000.00			
		Total			979,021.00	53,760.00	925,261.00	Q1 Spending is on track with no surplus/deficit anticipated.
	STATISTICAL ANALYSIS CENTER	701100C	CONTINUING FULL TIME	372,736.94	72,991.69	299,745.25		
701300C		ADDITIONAL GROSS PAY	1,850.00	-	1,850.00			
701400C		FRINGE BENEFITS - CURR PERSONNEL	80,138.91	18,801.69	61,337.22			
713100C		OTHER SERVICES & CHARGES	49,273.00	182.86	49,090.14			
713200C		CONTRACTUAL SERVICES - OTHER	155,600.00	49,894.00	105,706.00			
717100C		PURCHASES EQUIPMENT & MACHINERY	4,000.00	-	4,000.00			
	Total			663,598.85	141,870.24	521,728.61	Q1 Spending is on track with no surplus/deficit anticipated.	
4015 Fed Pay Fund	EXECUTIVE ADMINISTRATIVE OFFICE - FJO	701100C	CONTINUING FULL TIME	187,746.63	55,854.91	131,891.72		
		701400C	FRINGE BENEFITS - CURR PERSONNEL	40,365.53	14,719.20	25,646.33		
		Total			228,112.16	70,574.11	157,538.05	Budget will be adjusted once carryover from FY22 is loaded to reflect spending needs.
	INFORMATION TECHNOLOGY DIVISION FJO	701100C	CONTINUING FULL TIME	812,128.52	173,182.86	638,945.66		
		701400C	FRINGE BENEFITS - CURR PERSONNEL	174,607.64	36,227.36	138,380.28		
		717100C	PURCHASES EQUIPMENT & MACHINERY	257,985.13	57,289.95	200,695.18		
		Total			1,244,721.29	266,700.17	978,021.12	Budget will be adjusted once carryover from FY22 is loaded to reflect spending needs.
	POLICY OFFICE - FJO	701100C	CONTINUING FULL TIME	379,100.25	66,769.84	312,330.41		
		701400C	FRINGE BENEFITS - CURR PERSONNEL	81,506.56	17,709.22	63,797.34		
		Total			460,606.81	84,479.06	376,127.75	Budget will be adjusted once carryover from FY22 is loaded to reflect spending needs.
	STATISTICAL ANALYSIS CENTER	701100C	CONTINUING FULL TIME	342,847.52	104,554.05	238,293.47		
		701400C	FRINGE BENEFITS - CURR PERSONNEL	73,712.22	17,291.66	56,420.56		
		713100C	OTHER SERVICES & CHARGES	100,000.00	-	100,000.00		
		Total			516,559.74	121,845.71	394,714.03	Budget will be adjusted once carryover from FY22 is loaded to reflect spending needs.
	4020	STATISTICAL ANALYSIS CENTER	713200C	CONTRACTUAL SERVICES - OTHER	150,000.00	-	150,000.00	
Total				150,000.00	-	150,000.00	Q1 Spending is on track with no surplus/deficit anticipated. Budget will be adjusted to reflect grant award.	

18. Please list any **reprogrammings** in, out or within related to FY 2022 or FY 2023 funds. For each reprogramming, please list:
- The reprogramming number;
 - The total amount of the reprogramming and the funding source (i.e., local, federal, SPR);
 - The sending or receiving agency name, if applicable;
 - The original purposes for which the funds were dedicated;
 - The reprogrammed use of funds.

Response: Please see the table below.

Reprogrammings
(as of 12.31.2022)

Fiscal Year	Fund	Date	Amount	Activity	Project/Grant	Description	Reprgm. Number
2022	Intra-District Fund	Original Budget	90,000.00				
		1/5/2022	(11,947.64)	2700 - RESEARCH AND ANALYSIS (ID)	COM22N	BUDGET AUTHORITY DECREASE	BIEH0221
		1/25/22	-	2700 - RESEARCH AND ANALYSIS (ID)	COM22N	BUDGET REPROGRAMMING	APEH0222
		4/18/22	111,000.00	2700 - RESEARCH AND ANALYSIS (ID)	RPS22N	BUDGET AUTHORITY ESTABLISHMENT	BIEH0231
		4/27/22	(8,621.47)	2700 - RESEARCH AND ANALYSIS (ID)	COM22N	BUDGET AUTHORITY DECREASE	BIEH0232
		9/7/22	(6,533.52)	2700 - RESEARCH AND ANALYSIS (ID)	COM22N	BUDGET AUTHORITY DECREASE	BIEH0233
		9/15/22	-	2700 - RESEARCH AND ANALYSIS (ID)	COM22N	BUDGET AUTHORITY REPROGRAMMING	APEH0229
		9/30/22	(111,399.03)	2700 - RESEARCH AND ANALYSIS (ID)	Various	FY2022CLOSEOUT	BJCLOS22
		Revised Budget	62,498.34				
	Federal Grant Fund	Original Budget	150,000.00				
1/26/22		(75,000.00)	2110 - OPERATIONAL INFRASTRUCTURE (FEDERAL)	BJS22F	BUDGET AUTHORITY DECREASE	BFEH0223	
1/27/2022		150,000.00	1110 - RESEARCH AND ANALYSIS (FED)	BJS21F	BUDGET AUTHORITY ESTABLISHMENT	BFEH0225	
1/31/22		-	2110 - OPERATIONAL INFRASTRUCTURE (FEDERAL)	BJS21F	BUDGET REPROGRAMMING	APEH0226	
2/4/22		-	1110 - RESEARCH AND ANALYSIS (FED)	BJS22F	CORRECT BUDGET REPROGRAMMING	APEH0228	
Revised Budget		225,000.00					
Federal Payment Fund	Original Budget	2,150,000.00					
	9/30/22	(235,060.54)	Various		FY2022CLOSEOUT	BFEH0225	
	Revised Budget	1,914,939.46					
Local Fund	Original Budget	1,535,763.82					
	4/5/2022	-	Various		REPROGRAMMING WITHIN FJO	BJRPFJ01	
	9/30/2022	(75,962.00)	Various		FY 2022 REPROG UPLOAD	BJREPRO1	
	Revised Budget	1,459,801.82					
2023	There have been no FY 2023 reprogrammings processed to date.						

19. Please provide a complete accounting for all **intra-District transfers** received by or transferred from the agency during FY 2022 and FY 2023, to date, including:

- (a) Buyer agency and Seller agency;
- (b) The program and activity codes and names in the sending and receiving agencies' budgets;
- (c) Funding source (i.e. local, federal, SPR);
- (d) Description of MOU services;
- (e) Total MOU amount, including any modifications;

(f) The date funds were transferred to the receiving agency.

Response: For FY 2022, the funding source for all transfers out is Local, with the exception of PCard, which is split between Local and Federal Payment. The funding source for all transfers in is the Intra-District Fund. For FY 2023, the District transitioned to an Interagency Agreement process where funding is spent where the budget is, there are no longer any transfers in and out. Instead, the seller agency must use the buyer agency's funding attributes for that specific project. Please see the table below.

List of Intra-District Transfers - CJCC as Buyer (Transfers Out)							
<i>(as of 12.31.2022)</i>							
Fiscal Year	Selling Agency	Project Code	Description of Services Provided	Amount	Start Date	End Date	MOU
2022	PX0	N/A	OCP: PCard	103,860	10/1/21	9/30/22	
2022	TO0	N/A	OCTO: DC-NET Services	8,133	10/1/21	9/30/22	
2022	TO0	N/A	OCTO: IT Assessment	11,508	10/1/21	9/30/22	
2022	AA0	N/A	EOM: Support Services	5,000	10/1/21	9/30/22	✓
2022	BE0	N/A	DCHR: HR Services	10,000	10/1/21	9/30/22	✓
2022 Total				138,501			
2023	PX0	N/A	OCP: PCard	130,155	10/1/22	9/30/23	
2023	TO0	N/A	OCTO: DC-NET Services	1,600	10/1/22	9/30/23	
2023	TO0	N/A	OCTO: IT Assessment	26,863	10/1/22	9/30/23	
2023	BE0	N/A	DCHR: HR Services	10,250	10/1/22	9/30/23	✓
2023 Total				168,868			
List of Intra-District Transfers - CJCC as Seller (Transfers In)							
<i>(as of 12.31.2022)</i>							
Fiscal Year	Buying Agency	Project Code	Description of Services Provided	Amount	Start Date	End Date	MOU
2022	FL0	RPS22N	DOC: Reentry Program Study	111,000	10/1/21	9/30/22	✓
2022	FO0	COM22N	OVSJG: Compliance Monitor and DMC/RED Grant	62,498	10/1/21	9/30/22	✓
2022 Total				173,498			
2023	FO0	COM22N	OVSJG: Compliance Monitor and DMC/RED Grant	90,000	10/1/22	9/30/23	✓
2023 Total				90,000			

20. Please provide a list of all **MOUs** in place during FY 2022 and FY 2023, to date, that are not listed in response to the question above.

Response: All MOUs and agreements not associated with an intra-District transfer are listed in the table below.

List of Memoranda of Understanding (MOUs)

(as of 2.3.23)

Fiscal Year	Description of MOU	Start Date	End Date	MOU Currently in Force
2017	<p>Joint Supervision of System-Involved Youth</p> <ul style="list-style-type: none"> - Agreement between CFSA, CSSD, CSOSA, DYRS, PSA and CJCC to coordinate the provision of care for youth who are under the supervision of two or more of these agencies. 	01/13/17	-	✓
2022	Updated MOU among CJCC Members	Pending final signatures	-	✓
	JUSTIS MOUs			
	<p>36 MOAs and Interconnection Security Agreements (ISA) with authorized criminal justice agencies to facilitate information sharing through JUSTIS</p> <p><i>(Note: CJCC does not publicize the list of criminal justice agencies that participate in JUSTIS.)</i></p>	Varies (December 13, 2016 – December 13, 2021)	-	✓
2015	<p>Mid-Atlantic Regional Information Sharing (MARIS) Initiative.</p> <ul style="list-style-type: none"> • Information sharing agreement among CJCC and criminal justice agencies in Delaware, Maryland, and Pennsylvania 	12/10/14	-	✓
	Justice Statistical Analysis Tool (JSAT) MOUs			
2019	<ul style="list-style-type: none"> • Federal Bureau of Prisons (BOP) 	10/12/18	-	✓
2019	<ul style="list-style-type: none"> • D.C. Superior Court (DCSC) 	10/15/18	-	✓
2019	<ul style="list-style-type: none"> • Public Defender Service (PDS) 	10/26/18	-	✓
2019	<ul style="list-style-type: none"> • Metropolitan Police Department (MPD) 	02/26/19	-	✓
2019	<ul style="list-style-type: none"> • Office of the Attorney General (OAG) 	04/04/19	-	✓
2019	<ul style="list-style-type: none"> • Pretrial Services Agency (PSA) 	04/09/19	-	✓
2019	<ul style="list-style-type: none"> • Department of Youth Rehabilitation Services (DYRS) 	04/11/19	-	✓

2019	• Department of Forensic Sciences (DFS)	07/22/19	-	✓
2020	• U.S. Marshals Service	11/01/19	-	✓
2020	• Department of Corrections (DOC)	02/20/20	-	✓
2021	• Sentencing Commission for the District of Columbia (SCDC)	10/07/20	-	✓
2022	• Court Services and Offender Supervision Agency (CSOSA)	4/12/22	-	
Root Cause Analysis Data Sharing Agreements				
2019	• Child and Family Services Agency (CFSA)	10/3/18	10/3/24	✓
2020	• Office of the State Superintendent of Education (OSSE)	10/25/19	10/25/25	✓
2020	• Department of Human Services (DHS)	11/25/19	11/25/25	✓
2021	• Department of Health Care Finance (DHCF)	05/15/20	05/15/26	✓
Youth Rehabilitation Act Analysis Data Sharing Agreements				
2022	• Sentencing Commission of the District of Columbia (SCDC)	4/22/22	10/1/22	
2021	• DC Superior Court	8/3/21	8/3/24	
Other Data Sharing Agreements				
2002	• Data Sharing Agreement Among CJCC Member Agencies			
2021	• DC Superior Court (Access to juvenile data to conduct an analysis of juvenile recidivism)	5/20/21	5/20/24	
2021	• Analysis of COVID-related Releases: MOU with the Federal Bureau of Prisons (BOP)	12/15/20	6/15/21	

21. Please identify any **special purpose revenue accounts** maintained by, used by, or available for use by your agency during FY 2022 and FY 2023, to date. For each account, please list the following:

- (a) The revenue source name and code;
- (b) The source of funding;
- (c) A description of the program that generates the funds;

- (d) The amount of funds generated by each source or program in FY 2022 and FY 2023, to date;
- (e) Expenditures of funds, including the purpose of each expenditure, for FY 2022 and FY 2023, to date.

Response: CJCC does not have any special purpose revenue funds.

22. Please provide a list of all projects for which your agency currently has **capital funds** available. Please include the following:
- (a) A description of each project, including any projects to replace aging infrastructure (e.g., water mains and pipes);
 - (b) The amount of capital funds available for each project;
 - (c) A status report on each project, including a timeframe for completion;
 - (d) Planned remaining spending on the project.

Response: CJCC has no capital projects under its purview.

23. Please provide a complete accounting of all **federal grants** received for FY 2022 and FY 2023, to date, including the amount, the purpose for which the funds were granted, whether those purposes were achieved and, for FY 2022, the amount of any unspent funds that did not carry over.

Response: Please see the table below.

List of Grants & Sub-grants (as of 12.31.2022)									
Fiscal Year	Grant/ Subgrant	Grant/ Project Number	Purpose	Source	Award Amount	Amount Expended in FY	# of FTEs	Start Date	End Date
2022	Grant	BJS21F	DC Statistical Analysis	USDOJ - Bureau of Justice Statistics	150,000	124,510	-	10/1/20	9/30/22
2022	Grant	BJS22F	Effects of COVID-Related Justice System Operational Changes on Public Safety	USDOJ - Bureau of Justice Statistics	75,000	-	-	12/1/21	11/30/22
2022	Sub-grant	COM22N	Compliance Monitoring and RED Coordination	OVSJG (USDOJ grant)	62,897	61,524	0.73	10/1/21	9/30/22
2021 Total					287,897	186,035	0.73		
2023	Grant	BJS22F	Effects of COVID-Related Justice System Operational Changes on Public Safety	USDOJ - Bureau of Justice Statistics	75,000	-	-	12/1/21	11/30/22
2023	Grant	BJS23F	Gun Violence Problem Analysis	USDOJ - Bureau of Justice Statistics	75,000	-	-	10/1/22	9/30/23
2023	Sub-grant	COM22N	Compliance Monitoring and RED Coordination	OVSJG (USDOJ grant)	90,000	24,293	0.73	10/1/21	9/30/22
2023 Total					240,000	24,293	0.73		

24. Please list each contract, procurement, lease, and grant (“**contract**”) awarded, entered into, extended and option years exercised, by your agency during FY 2022 and FY 2023, 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 or not;
- (f) The name of the agency's contract monitor and the results of any monitoring activity;
- (g) Funding source;
- (h) Whether the contract is available to the public online.

Response: Please see *Attachment E*.

25. Please provide the details of any **surplus** in the agency's budget for FY 2022, including:
- (a) Total amount of the surplus;
 - (b) All projects and/or initiatives that contributed to the surplus.

Response: Please see the table below.

Approp Fund	GAAP Category Title	Revised Budget	YTD Exp	Available Balance	Variance (Over)/Under
0100	NON-PERSONNEL SERVICES	874,554.66	820,196.72	54,357.94	
	PERSONNEL SERVICES	585,247.16	587,882.10	(2,634.94)	
Local Fund Total		1,459,801.82	1,408,078.82	51,723.00	Surplus due to vacancy savings.
0150	NON-PERSONNEL SERVICES	291,925.42	291,875.42	50.00	
	PERSONNEL SERVICES	1,896,012.97	1,896,012.97	0.00	
Fed Pay Fund Total		2,187,938.39	2,187,888.39	50.00	Slight surplus due to vacancy savings.
0200	NON-PERSONNEL SERVICES	225,000.00	124,510.10	100,489.90	
Fed Grants Fund Total		225,000.00	124,510.10	100,489.90	Surplus due to actual grant award being less than budgeted.
0700	NON-PERSONNEL SERVICES	2,133.93	2,083.46	50.47	
	PERSONNEL SERVICES	60,364.41	60,414.88	(50.47)	
Intra-District Fund Total		62,498.34	62,498.34	-	Break even.

C. LAW, AUDITS, AND STUDIES

26. Please identify any **legislative requirements** that the agency lacks sufficient resources to properly implement.

Response: CJCC has sufficient resources to meet its legislative requirements.

27. Please identify any statutory or regulatory **impediments** to your agency's operations or mission.

Response: There are particular information sharing challenges posed by federal and local statutes that have affected CJCC's ability to obtain data for analytical purposes.

Federal Statute: Privacy Act

The Privacy Act restricts federal agencies (as defined by 5 U.S.C. §552e, which includes PSA, CSOSA, USAO, USPC, USMS, and BOP) from sharing personally identifiable data except under narrowly defined exceptions, which largely preclude data sharing for research and analysis. The Privacy Act restrictions have limited CJCC's access to data required to conduct research and analysis requested by Council and our member agencies.

For example, Council mandated that CJCC evaluate implementation of the Youth Rehabilitation Amendment Act of 2018, including factors that affect the likelihood that a

youth would be sentenced under the YRA and the type of programming made available to persons sentenced under the Act. Based on CSOSA's interpretation of the Privacy Act, CSOSA was not able to provide record-level data on individuals on probation who had been sentenced under the YRA, which limited CJCC's ability to determine whether prior supervision history affected the likelihood of receiving a YRA sentence. CJCC also was not able to assess the type of programming made available to persons on probation who were sentenced under the YRA.

In addition, CJCC has an MOU with the Department of Corrections (DOC) to conduct an evaluation per the Statewide Recidivism Reduction Implementation Grant that DOC received. Specifically, the grant calls for an evaluation of the extent to which persons on parole and supervised release have violated the conditions of their release, the types of sanctions that are imposed, and best practices for alternative sanctions. Based on CSOSA's and the US Parole Commission's interpretation of the Privacy Act, they were not able to share record-level, identifiable data on persons on parole or supervised release, which significantly limited CJCC's ability to conduct the analysis. The only data available was information from CSOSA's congressional budget justification report and record-level, *deidentified* data from USPC. It is important to note that when conducting research and analysis using data from multiple agencies, record-level, *identifiable* data is essential for linking data across datasets. In the absence of this type of data, we cannot track how individuals progress through different stages of the District's justice system.

The Privacy Act allows for statutory exceptions to the general rule prohibiting unauthorized disclosures, with one such exception known as the "routine use" exception. Federal agencies can work within the confines of the Privacy Act to provide data to further system-wide efforts through the establishment and prior publication of a "routine use". For instance, federal agencies created a routine use that enables them to contribute data to JUSTIS and share that data with specified partners. Thus, data sharing between local and federal partners is viable if federal partners create routine uses in accordance with 5 U.S.C §552a(e)(4)(d).

Data Sharing and Information Coordination Amendment Act

In FY20, the CJCC worked with the DC Council to amend the language of the Data Sharing and Information Coordination Amendment Act to permit disclosure of health and human services information for CJCC's analysis of the root causes of youth crime (mandated by D.C. Official Code § 22-4234(b-3)), and to amend the CJCC establishing legislation to require District agencies to provide the CJCC information required for completing the mandated report. These modifications were codified in the Omnibus Public Safety and Justice Amendment Act of 2020 (DC Act 23-0568). However, the modifications do not permit broader data sharing beyond the scope of the root cause analysis.

Therefore, as the CJCC initiates new research projects that require access to public health information, we must repeatedly request a legislative remedy. For example, the CJCC has initiated a study of the childhood risk factors of young adults (18 to 24) recently

convicted of homicide and attempted, per the recommendations from the proposed [Gun Violence Reduction Strategic Plan](#). Similar to the root cause analysis, we are seeking record-level, identifiable data regarding these individuals' education experiences, human services history, as well as prior substance abuse or mental health diagnoses. The Department of Health Care Finance (DHCF) has advised CJCC that a legislative change is required to enable DHCF to share protected health information under HIPAA and the Mental Health Information Act. We seek to work with Committee on the Judiciary and Public Safety staff to effect this legislative change.

28. Please list all **regulations** for which the agency is responsible for oversight or implementation. Where available, please list by chapter and subject heading, including the date of the most recent revision.

Response: CJCC is not responsible for overseeing or implementing any regulations.

29. Please explain the impact on your agency of any **federal legislation or regulations** adopted during FY 2022 that significantly affect agency operations or resources.

Response: There have been no federal legislation or regulations adopted during FY2022 that significantly affected agency operations or resources.

30. Please provide a list of all studies, research papers, and analyses ("**studies**") the agency requested, prepared, or contracted for during FY 2022. Please state the status and purpose of each study.

Response: The chart below identifies research and analytical projects that were completed during FY 2022 or FY 2023, to date, or are currently in progress. Hyperlinks have been provided for completed projects that are available to the public. (Note: CJCC's data sharing agreements require that we obtain approval from the source agency(ies) prior to making our analyses publicly available. An Administrative Order from DC Superior Court is required for CJCC to publicly release reports regarding youth in the juvenile justice system.)

PROJECT/ EFFORT	PURPOSE	STATUS	COMPLETION DATE
GENERAL			
Human Trafficking in the District of Columbia: CY 2016 - 2020	To describe human trafficking investigations and prosecutions in the District and demographic information on victims. (Per the Prohibition Against Human Trafficking Amendment Act of 2010 (DC Law 18-239))	Completed	January 2022
The District of Columbia's Criminal Justice System Under the Revitalization Act	To understand the impact that the Revitalization Act had on the District's justice system and justice-involved persons.	Completed	December 2022

(Prepared by the DC Policy Center per contract with the CJCC)			
Justice Statistical Analysis Tool (Home (dcjsat.net))	To provide trends and level of activity at each stage of the District’s criminal and juvenile justice systems.	Updated Periodically	Ongoing
Justice System Operations Dashboard (for CJCC Principals)	To monitor the impact that COVID-19 has had on justice system operations and progress in returning to “normal” operations.	Updated Monthly	Ongoing
COMBATING VIOLENT CRIME			
Gun Violence Problem Analysis Summary Report (Prepared by the National Institute for Criminal Justice Reform – NICJR - per contract with the CJCC)	To identify the key drivers of gun violence in the District and identify individuals at highest risk of engaging in gun violence.	Completed	February 2022
Gun Violence Reduction Strategic Plan (Prepared by NICJR per contract with the CJCC)	To identify recommended strategies for how the District could reduce gun violence.	Completed	April 2022
Hold Decisions and Recidivism for Persons Charged with Gun Offenses	To identify the extent to which individuals charged with gun-related offenses were held pending adjudication, and for those released, the extent to which they were rearrested pending adjudication.	Completed	February 2022
Risk Terrain Modeling of Shootings, Gun Robberies and Carjackings	To determine whether certain place types (e.g., corner stores, gas stations, etc.) are spatial attractors for particular types of crime	Completed	November 2022
Recidivism of Persons Arrested for Gun Possession	To determine the extent to which persons arrested for gun possession were later arrested for violent gun offenses.	Completed	April 2022
Gun Violence Dashboard	To inform CJCC Principals about gun crimes, gun arrests, gun case outcomes, and the extent to	Updated Monthly	Ongoing

	which persons under supervision are involved in gun crimes.		
Gunshot Wound Incidents and Gun Recoveries Report	To inform CJCC Principals about year-to-date trends for gunshot wound incidents, arrests, victims (fatal/nonfatal) and gun recoveries.	Updated Monthly	Ongoing
GunStat Report	To inform GunStat members regarding the continued justice system involvement of high-risk individuals, including arrests, papering, dispositions, and supervision status.	Updated Monthly	Ongoing
<u>Violent Crime and Violent Gun Crime Trend Report (January 2023)</u>	To monitor annual and year-to-date trends for violent crime and violent gun crime at the Districtwide, neighborhood and Ward levels.	Updated Monthly	Ongoing
Firearm Injury Surveillance through Emergency Rooms (FASTER) Analysis	To monitor annual and year-to-date trends regarding individuals who are treated in emergency rooms for firearm injuries.	Updated Monthly	Ongoing
JUVENILE JUSTICE			
Analysis of Time of Offense for Juveniles	To determine if there are particular times of day when most juvenile offenses (that are associated with arrests) occur, including whether there are differences by type of offense and school vs. non-school days.	Completed	January 2023
Individuals Arrested as Juveniles and Subsequently Arrested as Adults	To understand the extent to which persons involved in the juvenile justice system later become involved in the criminal justice system	Completed	October 2022
Juvenile and Adult Carjacking Analysis	To determine the extent to which persons arrested for carjacking were papered, released pending adjudication, and were rearrested.	Completed	May 2022

<u>A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement</u>	To identify factors that affect the likelihood that a youth will become involved in the juvenile justice system and protective factors that help avoid system involvement (per DC Law 21-23 and DC Law 24-0105)	Completed	September 2022
<u>Juvenile Recidivism: A 2018 Cohort Analysis</u>	To determine rearrest and reconviction rates for juveniles who were diverted to ACE, received OAG prosecutorial alternatives, were on probation, or were committed to DYRS.	Completed	August 2022
Juveniles Under Supervision and Involvement in Gun-Related Offenses	To determine the diversion, arrest, and supervision history of youth who were victims of or arrested for gun crimes.	Completed	May 2022
Juvenile Stop Analysis	To determine the proportion of MPD stops that involve juveniles, the types of stops, reasons for stops, the extent to which the stops involved physical searches, and the outcomes of the stops.	Completed	November 2021
Juvenile Justice Data Committee Report	To monitor trends and level of activity at each stage of the juvenile justice system.	Updated Monthly	Ongoing
Childhood Risk Factors for Young Adults Convicted of Homicide	To determine childhood risk factors for young adults (18 – 24) recently convicted of homicide or attempted homicide for the purpose of identifying youth who <i>currently</i> have these risk factors to provide preventive services and supports. (Per the Gun Violence Reduction Strategic Plan)	In progress	TBD
Analysis of School-Based Arrests	To determine the extent to which juveniles are arrested at school or for a school-related incident, and whether there are any factors that increase the likelihood of such arrests. (Per DC Law 24-0105)	In progress	September 2023
ADULT REENTRY			

Analysis of the Youth Rehabilitation Amendment Act of 2018	To determine the extent to which eligible persons were granted a YRA sentence and had their convictions set aside, as well as recidivism rates. (Per the Youth Rehabilitation Amendment Act of 2018)	Completed	October 2022
Re-Arrest Rate for Adult Women	To determine the extent to which adult women have been arrested multiple times.	Completed	January 2023
READY Center Evaluation	To determine perceptions of the READY Center from persons recently released from DOC and compare recidivism rates of those who did and did not access the READY Center (per Bureau of Justice Statistics grant)	In progress	TBD
Use of Sanctions for Parole and Supervised Release	To determine the extent to which persons on parole and supervised release violated the conditions of release and the nature of sanctions imposed. Also identify best practices for alternative sanctions (per MOU with DOC to implement the Statewide Recidivism Reduction (SRR) Grant)	In progress	September 2023
Effectiveness of DOC's Recidivism Programming for Women and Youth (18 – 25)	To conduct a process evaluation of DOC's recidivism reduction programming for women and youth. (per MOU with DOC to implement the Statewide Recidivism Reduction (SRR) Grant)	In progress	September 2023
Detained Population Census Report (see: https://www.dcsat.net/)	To monitor the populations in secure facilities maintained by BOP, DOC and DYRS.	Updated Monthly	Ongoing
SUBSTANCE ABUSE AND MENTAL HEALTH			
Opioid/drug-related arrests (CY2017-2022)	To determine trends regarding the number of arrests where an opioid or drug offense was the only charge or top charge.	Completed	June 2022

31. Please list and describe any ongoing **investigations**, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY 2022 and FY 2023, to date.

Response: CJCC was involved in two audits during FY 2022 and FY 2023, to date. The first is an audit of crossover youth services and supports in the District, which is being conducted by the Council for Court Excellence in collaboration with the Office of the DC Auditor (ODCA). CJCC's Interim Executive Director and staff were interviewed by CCE staff regarding CJCC's Joint Supervision Workgroup, which helps to coordinate supervision of youth who are under the care of two or more of the following agencies: CFSA, CSSD, DYRS, PSA and CSOSA. CJCC also provided copies of the MOA that governs the Joint Supervision Workgroup and Administrative Orders that permit CJCC to access, analyze and share analysis of justice-involved youth.

The second is an audit of the implementation of the police reform provisions of the Neighborhood Engagement Achieves Results (NEAR) Act of 2016, including the provision that directed CJCC to conduct a survey of police-community relations in the District. The audit is being conducted by ODCA. CJCC's Interim Executive Director was interviewed by ODCA in September 2022 and provided the requested documents, including copies of: (1) the contract solicitation and award for the police-community relations survey, and (2) the purchase orders and payment amounts associated with the contract.

32. Please identify all **recommendations** identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations. If the recommendation has not been implemented, please explain why.

Response: In August 2020, the Council for Court Excellence issued the following report on behalf of the Office of the DC Auditor: "Everything is Scattered...The Intersection of Substance Use Disorders and Incarcerations in the District."

Finding 5, Recommendation #1, on page 92 of the report states: "DBH, DOC, and DHCF, in collaboration with the Criminal Justice Coordinating Council (CJCC), should finalize a "Uniform Consent Form for the Release of Protected Health Information" that includes specific, informed consent for release of SUD records."

CJCC explored the development of an interagency universal consent form with relevant partners to enable sharing of behavioral health information between DOC, PSA, CSOSA and DBH. Due to concerns regarding the constraints imposed by the federal Privacy Act, discussions were tabled. In a separate but related effort, the DHCF Health Information Exchange (HIE) Committee, in collaboration with CRISP DC, has launched a new e-consent tool which enables substance use disorder providers who have executed a qualified service agreement to share data protected by 42 CFR Part 2 through the HIE upon patient consent.

CJCC participates on the DHCF HIE Policy Board. The tool aims to improve coordination between substance use disorder (SUD) providers and strengthen continuity of care. DOC and DHCF are in the process of determining the best mechanism through which the DOC

Medical and Clinical staff can gain access to SUD information for those who have consented via the DHCF/CRISP DC e-consent tool.

33. Please list any **reporting** requirements required by Council legislation and whether the agency has met these requirements.

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.

The “Criminal Justice Coordinating Council for the District of Columbia Establishment Act of 2001” (D.C. Law 14-28; D.C. Official Code § 22-4231) requires CJCC to annually report on the status and progress of the goals and objectives referenced in the Act, including any recommendations made by CJCC and its subcommittees to the membership of the CJCC, the public, the Mayor and the Council. The report shall be submitted ninety (90) days after the end of each fiscal year and shall be the subject of a public hearing before the Council during the annual budget process. CJCC complies with the intent of this requirement, along with the aforementioned Congressional requirement for reporting, by submitting the annual report following the completion of each calendar year.

The Prohibition Against Human Trafficking Amendment Act of 2010 (D.C. Law 18-239; effective October 23, 2010) requires a report on human trafficking-related investigations, arrests, prosecutions and convictions in the District of Columbia, as well as demographic information on human trafficking offenders and victims, to be published at least every thirty-six (36) months. In 2017, CJCC was formally enlisted to prepare the report. [See District of Columbia Official Code §22-1841.] Since then, CJCC has submitted a report on an annual basis.

The Comprehensive Youth Justice Amendment Act of 2016 (Law 21-238; effective April 4, 2017) requires the agency to submit an annual report to the Council every two (2) years by October 1st regarding the root causes leading to the incarceration of current committed and incarcerated youth, including a voluntary survey of all current committed and incarcerated youth and any self-reported adverse childhood experiences. [See District of Columbia Official Code §22-4234 (b-2) and (b-3).] CJCC conducted the requisite survey, collected qualitative data and quantitative data that enabled CJCC to generate a statistical model of the root causes of juvenile justice involvement. During 2019, the Council helped to alleviate legislative barriers to information sharing for the purpose of this study by passing the Criminal Justice Coordinating Council Information Sharing Emergency Amendment Act of 2019 (D.C. Law 23-106; effective July 24, 2019) and the Criminal Justice Coordinating Council Information Sharing Congressional Review Emergency Amendment Act of 2019 (D.C. Law 23-138; effective October 23, 2019). CJCC submitted the inaugural report to the Mayor and Council in November 2020 and submitted the second iteration of this report to the Council in September 2022.

Per the Criminal Justice Involvement Reduction Emergency Amendment Act of 2021 (DC Act 24-194; effective November 1, 2021), “by October 1, 2022, the CJCC shall submit a report to the Mayor and the Council that analyzes protective factors that reduce the risk of

District youth entering the juvenile and criminal justice systems and includes recommendations, informed by best practices in other jurisdictions, the results of the survey conducted pursuant to subsection (b-2) of this section, and the report submitted pursuant to paragraph (1) of this subsection, on factors, programs or interventions that effectively prevent District youth from entering the juvenile and criminal justice systems, such as access to stable housing, nutrition assistance, healthcare, violence intervention, early intervention, and educational, recreational and youth programming.” CJCC submitted this report to the Mayor and Council in September 2022.

Also, per the Criminal Justice Involvement Reduction Emergency Amendment Act of 2021 (DC Act 24-194; effective November 1, 2021), “by October 1, 2024, the CJCC shall submit a report to the Mayor and the Council that analyzes the types of school-based incidents that lead to law enforcement referral or arrest and whether factors such as economic resources, race, Individualized Education Program eligibility, mental health conditions, school location, and school resource officer assignment statistically affect the likelihood of enforcement referrals or arrests.” CJCC will begin data collection for this analysis in 2023.

The Youth Rehabilitation Amendment Act of 2018 (D.C. Law 22-0197) requires the CJCC, starting on October 1, 2022, and every two (2) years thereafter, to analyze and submit to the Mayor and Council a report on the following: (1) the number of cases and persons eligible for and who received sentencing and set asides per the Act; (2) the factors that affected the likelihood of receiving a sentence per the Act; (3) the extent to which cases eligible for a sentence per the Act were subject to mandatory minimum terms; (4) comparison of the types and lengths of cases that were and were not sentenced under the Act; (5) the factors that affected the likelihood that those sentenced under the Act would have their convictions set aside; (6) a comparison of the recidivism of those who were sentenced under the Act and did and did not have their convictions set aside; (7) a comparison of recidivism of similarly situated persons who were and were not convicted under the Act; and (8) the impact of programming provided to youth offenders under the Act. CJCC submitted this report to the Mayor and Council in September 2022.

34. Please list all pending **lawsuits** that name the agency as a party, and provide the case name, court where claim was filed, case docket number, and a brief description of the case.

Response: There are no pending lawsuits that name CJCC as a party.

35. Please list all **settlements** entered into by the agency or by the District on behalf of the agency in FY 2022 or FY 2023, to date, including any covered by D.C. Code § 2-402(a)(3), and provide the parties’ names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g., administrative complaint, etc.).

Response: CJCC did not enter into any settlements during FY 2022 and has not done so during FY 2023, to date.

36. Please list any **administrative complaints or grievances** that the agency received in FY 2022 and FY 2023, 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. For any complaints or grievances that were resolved in FY 2022 or FY 2023, to date, describe the resolution.

Response: An employee appealed their FY 2021 performance evaluation rating in January 2022. The agency used its internal appeal process to review the matter. After careful consideration, the final performance rating was not revised by the review panel.

D. EQUITY

37. How does the agency assess whether programs and services are equitably accessible to all District residents?

- (a) What were the results of any such assessments in FY 2022?
- (b) What changes did the agency make in FY 2022 and FY 2023, to date, or does the agency plan to make in FY 2023 and beyond, to address identified inequities in access to programs and services?
- (c) Does the agency have the resources needed to undertake these assessments? What would be needed for the agency to more effectively identify and address inequities in access to agency programs and services?

Response: CJCC's primary mission is to support District and federal criminal justice agencies with identifying issues and developing solutions to enhance public safety and the fair administration of justice in the District. Therefore, CJCC generally does not have programs or services that directly serve District residents. However, CJCC does convene two public meetings each year to afford District residents an opportunity to engage directly with justice system leaders and subject matter experts regarding pressing criminal justice issues. CJCC has taken the following steps to help ensure equitable access to our public meetings: (1) Convening virtual meetings that do not require travel and can be accessed from mobile devices; (2) Ensuring that any in-person meetings are accessible via public transportation and/or located in communities that are most affected by the particular criminal justice issues being discussed; and (3) Sharing information about CJCC events using an email distribution list of more than one thousand individuals, including ANC commissioners, neighborhood association leadership, and community-based organizations that serve District residents.

38. Does the agency have a racial or social equity statement or policy? Please share that document or policy statement with the Committee.

- (a) How was the policy formulated?
- (b) How is the policy used to inform agency decision-making?
- (c) Does the agency have a division or dedicated staff that administer and enforce this policy?
- (d) Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

Response: CJCC does not have a racial or social equity statement or policy.

39. Does the agency have an internal equal employment opportunity statement or policy? Please share that document or policy statement with the Committee.

- (a) How was the policy formulated?
- (b) How is the statement or policy used to inform agency decision-making?
- (c) Does the agency have a division or dedicated staff that administer and enforce this policy?
- (d) Does the agency assess its compliance with this policy? If so, how, and what were the results of the most recent assessment?

Response:

- (a) CJCC's Employee Manual [Sec. 4.01(c); p. 18] contains an Equal Employment Opportunity Policy that provides the following:

“Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at CJCC. CJCC provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. CJCC complies with applicable District laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation, and training.

CJCC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender (including pregnancy), sexual orientation, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the agency's employees to perform their expected job duties is absolutely not tolerated.

CJCC also expressly prohibits harassment against individuals in retaliation for complaining of discrimination, filing a discrimination charge, or participating in an employment discrimination investigation or lawsuit. Appropriate disciplinary action may be taken against any employee willfully violating this policy.”

- (b) The policy was formulated by CJCC's Executive Director and Deputy Executive Director.
- (c) The policy is in the Employee Manual and the agency's job postings provide the following: “The District of Columbia Government is an Equal Opportunity Employer. All qualified

candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or politic.”

- (d) Any complaints regarding the policy can be challenged using the agency’s “*How to File a Complaint*” process described in the Employee Manual [Sec. 4.01(d); p. 19]. The process provides as follows:

“If you believe that you have been discriminated against at work because of your race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information, you can file a Charge of Discrimination. All of the laws enforced by the EEOC, except for the Equal Pay Act, require you to file a Charge of Discrimination with the U.S. Equal Employment Opportunity Commission before you can file a job discrimination lawsuit against your employer.

NOTE: Should you need to file a grievance internally, see the CJCC Grievance Policy for additional guidance. Also note that there are time limits for filing a grievance.”

- (e) CJCC ensures that each new employee is provided a copy of the Employee Manual during the on-boarding process, and DCHR helps to ensure that the anti-discrimination language is on each job vacancy announcement.

E. COVID-19 PANDEMIC RESPONSE

40. Please give an overview of any programs or initiatives the agency has started in response to COVID-19, to date, and whether each program or initiative is still in effect.

Response: From March 2020 through March 2021, CJCC convened routine conference calls with CJCC members and their designees during which criminal justice partners provided updates regarding their COVID-19 operations and protocols. The conference calls also served as a forum for partners to discuss operational challenges and work towards solutions. The meetings were initially held twice a week, then weekly, and then biweekly. In addition, given concerns regarding the spread of COVID-19 in secure facilities, starting in March 2020, CJCC also provided members with a Detained Population Census Report that includes population data for DOC’s Central Detention Facility, Correctional Treatment Facility, and Central Cell Block; DYRS’s New Beginnings, Youth Services Center, and Youth Shelter Homes; and BOP’s secure facilities and Residential Reentry Centers. CJCC initially provided the census report on a daily basis, then weekly. Starting in the summer of 2022 to the present, CJCC has provided the report on a monthly basis.

Also, in response to COVID-19, CJCC began convening all of its committee meetings, training and technical assistance sessions, and public meetings virtually. We have resumed in-person meetings with the CJCC Principals on a quarterly basis; however, all other meetings remain virtual, to date.

41. Which of the agency’s divisions are currently working remotely?

(a) What percentage of the agency's total employees currently work remotely?

Response: All CJCC employees are working a hybrid schedule such that they are in the office three days a week and working remotely two days a week. All staff are required to work on site on Wednesdays to allow for in-person staff meetings and trainings.

(b) Please provide a copy of the agency's Continuing Operations Plan and any remote working protocol.

Response: Please see *Attachment F* for CJCC's Continuity of Operations Plan and *Attachment G* for CJCC's telework policy.

42. How has the agency ensured that all staff have access to necessary equipment and a stable internet connection to work from home?

Response: Per the agency's telework agreement, employees must certify that they have the necessary equipment, environment and connection to meet their duties from home. CJCC is also in the process of procuring new IT equipment for every employee.

43. Was the agency a recipient of any federal grants stemming related to the COVID-19 pandemic during FY 2022 and FY 2023, to date, and, if so, how were those federal grant dollars used?

Response: CJCC was awarded \$75,000.00 for FY 2022 through the Bureau of Justice Statistics State Justice Statistics Program to hire a research firm to assess the impact that COVID-19 had on the District's justice system operations. However, using internal resources, CJCC's Statistical Analysis Center was able to develop a Justice System Operations Dashboard that tracked trends regarding crime, arrests, pending matters, grand juries, pending and disposed cases, and supervised and detained populations on a monthly basis, starting in 2019. The dashboard demonstrated that the backlog that developed due to COVID-19 was beginning to lessen and the District's justice system was starting to return to pre-pandemic levels. Therefore, the need to conduct the study was no longer a priority for CJCC, and the grant funding was returned.

44. How has the agency updated its methods of communications and public engagement to connect with customers since the start of the pandemic?

Response: Even prior to the COVID-19 pandemic, CJCC broadly utilized electronic means of communication to inform stakeholders of key information. Our publicly available research is posted to our website, we utilize a variety of mailing lists to email key reports to relevant parties, and we use social media to inform the public of research products and upcoming events and trainings. After the start of the pandemic, we began using LinkedIn more consistently to post information about research, webinars, job openings, and other relevant happenings connected to the criminal and juvenile justice sphere.

CJCC also pivoted to offering electronic rather than in-person trainings and convenings, smoothly transitioning to a webinar format with a speaker panel and moderator. We have continually fine-tuned the offerings, including adding features such as participant comments,

and polls, as well as providing a session recording and summary following the event. We have successfully held several Public Meetings, Criminal Justice Summits, a Juvenile Justice Webinar series, as well as racial and ethnic disparities trainings. We have enjoyed increased attendance and participation at the web-based offerings, and we anticipate continuing to use this format for future events.

Performance Oversight Pre-Hearing Questions (Part 2)

Criminal Justice Coordinating Council

Implementing the CJCC Gun Violence Reduction Strategic Plan

45. Please provide an update on CJCC’s work with other District agencies to implement the recommendations outlined in the Gun Violence Reduction Strategic Plan, including:

- a. Conducting a longitudinal cohort assessment of young people between the ages of 20-26 who have been convicted of homicide or attempted homicide;
- b. Developing a citywide Gun Violence Reduction Strategy;
- c. Developing a Citywide Data Information System (CDIS);
- d. Establishing a Peace Room to coordinate a multi-agency response to shooting incidents;
- e. Holding weekly meetings to review shooting incidents and determine appropriate intervention services;
- f. Establishing a violence interruption worker academy;
- g. Establishing a Credible Messengers for All Initiative;
- h. Assigning a senior government official to oversee implementation of the strategic plan; and
- i. Expanding the District’s place-based initiatives.

Response: The CJCC’s Statistical Analysis Center (SAC) is in the data collection phase for a study that will determine what, if any, childhood risk factors increase the likelihood that a young adult (ages 18 – 24) will be convicted of homicide or attempted homicide. Potential factors that will be tested in the statistical model include: prior juvenile justice system involvement, chronic absenteeism, grade retention, changing schools midyear, substance abuse or mental health diagnosis, living on a “hot block” for gun violence, housing stability, prior victimization, and whether a parent or sibling was incarcerated, among other factors. Legislation may be required to authorize the Department of Health Care Finance (DHCF) to share substance abuse and mental health diagnosis data with the CJCC for this and future studies.

In addition to the quantitative analysis conducted by the CJCC, the National Institute for Criminal Justice Reform (NICJR) is conducting a companion qualitative study of childhood risk factors for young adults convicted of homicide or attempted homicide across five cities, including the District of Columbia.

In December 2022, the CJCC members determined that the primary focus of CJCC’s Violent Crime Committee will be to support implementation of the District’s Gun Violence Reduction Strategic Plan. CJCC members also decided that the focus of the GunStat workgroup will be to monitor continued justice

system involvement of individuals deemed high-risk of becoming a victim or perpetrator of gun violence, as determined by the [Gun Violence Problem Analysis](#) conducted by NICJR.

CJCC members selected Robert Contee, Chief, Metropolitan Police Department (MPD), and Linda Harllee-Harper, Director, Office of Gun Violence Prevention (OGVP) and the Office of Neighborhood Safety and Engagement (ONSE), to be the co-chairs of both the Violent Crime Committee and the GunStat workgroup. CJCC staff will coordinate with the co-chairs to establish specific action items for committee members in support of committee and workgroup goals, including implementation of the gun violence strategic plan. Using grant funding awarded by the Bureau of Justice Statistics' State Justice Statistics Program, the CJCC has engaged NICJR to provide training and technical assistance for CJCC, MPD and OGVP on how to replicate the gun violence problem analysis and how to identify high-risk individuals on an ongoing basis.

With respect to the violence interruption worker academy, CJCC's Policy and Research Analyst who leads the violent crime portfolio provided input on the draft curriculum for the [Gun Violence Prevention Certification Program](#) at the University of the District of Columbia (UDC), and he has provided several lectures regarding violent crime trends to program participants. CJCC's Policy and Research Analyst has also made presentations on violent crime trends for [DC Peace Academy](#) participants.

With respect to place-based initiatives, the CJCC has continued to update its Risk Terrain Model (RTM) analysis to identify spatial attractors for shootings, that is, place types where shootings are most likely to take place. Based on the most recent iteration of the RTM shooting analysis, completed in November 2022, shootings are more likely to take place in close proximity to the following: carryouts, abandoned cars and illegal dumping locations based on 311 calls for service; HUD housing locations; fast food establishments; and affordable housing locations.

Coordination with Federal Partners

46. Please explain the current criminal justice information sharing processes between local and federal partners, including any changes made within the past fiscal year.

Response: CJCC maintains JUSTIS, an automated system that enables real-time information sharing among federal and District criminal justice agencies regarding arrest, incarceration, prosecution, supervision, pretrial, court and motor vehicle information. JUSTIS enables authorized users to either view criminal justice information via the web-based JUSTIS Information Portal, receive criminal justice information via data feeds from the JUSTIS System Exchange, or both. JUSTIS is used by 30+ agencies totaling

4,600+ users and providing over 5 million records. JUSTIS is queried, on average, 2,700 times per day.

Contributing Agencies voluntarily provide their information to JUSTIS through automated data feeds. The JUSTIS Information Portal provides Viewing Agencies with read-only access to Contributing Agencies' data and serves as a one-stop-shop for authorized personnel to access information conveniently and efficiently through a secure connection.

The JUSTIS System Exchange delivers entire data sets from Contributing Agencies in near real time to Recipient Agencies. Recipient Agencies can then incorporate the data into their own information technology systems, thus enabling authorized users from Recipient Agencies to use the data to help execute their essential functions and make informed decisions that affect community and justice-related matters. Law enforcement and criminal justice agency users in the District of Columbia rely heavily upon JUSTIS for timely information to inform decision making.

In addition, CJCC convened thirteen (13) committees and workgroups during FY 2022 and FY 2023, to date, to allow for information sharing and interagency collaboration among the District's justice system agencies, as well as public health and education agencies and nonprofit organizations whose missions intersect with criminal and juvenile justice issues.

- a. What have been the challenges associated with system-wide information sharing in FY22 and FY23, to date?

Response: JUSTIS functions as the central hub for information sharing among criminal justice agencies in the District of Columbia. Currently, 12 agencies voluntarily feed data directly from their records management systems into JUSTIS. This data can then be viewed by authorized justice users in the Information Portal, and for agencies that participate in the System Exchange, the data can be ingested into their records management systems. Given the critical role of JUSTIS, if any contributing agency experiences a data security incident or updates its records management system, this has a direct impact on the security and operations of JUSTIS.

In addition, as contributing agencies begin to upgrade and migrate their records management systems to the cloud, CJCC and partner agencies that ingest that data must expend significant resources and time to accommodate for the changes and integrate the data into JUSTIS. During FY22, one agency migrated its system to the cloud, and during 2023, three additional agencies will be upgrading and/or migrating their systems. CJCC will also initiate its own cloud migration for JUSTIS starting in 2023.

Other common information sharing challenges with respect to JUSTIS are as follows:

- Ensuring that each partner agency identifies individuals who are empowered to make key decisions on its behalf and, if there is any turnover within the agency, that the necessary transfer of knowledge occurs internally.
 - Involving all relevant parties from the beginning of a project to make fully informed decisions regarding what each partner is capable of committing to within the project.
 - Attaining agreement among all involved partner agencies on the actual scope of a given information sharing project.
 - Ensuring that each partner agency provides a commitment to allocate the resources and personnel required to successfully complete the project within the agreed upon timeframe.
- b. How did CJCC work with local and federal partners in FY22 and FY23, to date, to address these challenges and increase interagency planning and collaboration?

Response: The CJCC has established four committees and workgroups to govern decisions with respect to the operations and functionality of JUSTIS and to facilitate project management for partner agency IT initiatives that impact JUSTIS.

- The **Information Technology Advisory Committee (ITAC)** advises and makes recommendations on matters pertaining to the funding, development, operation, maintenance, and monitoring of initiatives related to JUSTIS.
- The **Information Security Workgroup (ISW)** is responsible for identifying industrywide best practices and policies regarding information security and information exchange among JUSTIS agencies, and having reviewed them, making recommendations to the ITAC.
- The **Inter-Agency Workgroup (IWG)** oversees the implementation of information sharing initiatives approved by the ITAC. It is also the forum for resolving issues related to existing information exchanges.
- The **Inter-Agency Data Quality Workgroup (IDQ)** aims to identify systemic issues associated with information quality within the criminal justice system and to recommend solutions for addressing them.

47. Please list the local and federal agency partners from whom your agency collected data in FY22 and FY23, 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 collected; and
- e. A summary of any data requests that were made but not obtained, as well as why they were not obtained.

Response: The table below identifies data that the CJCC requested from District and federal partner agencies during FY22 and FY23, to date, including: the analytical projects for which the data were collected, the categories of data collected, frequency of collection, and whether the requested data was provided. For requested data that was not provided, the agency’s explanation for not providing the data is included after the table.

Starting in January 2023, MPD began providing CJCC with historical and current crime and arrest data via an automated data feed. This will significantly reduce the number of data requests that CJCC will need to submit to MPD, and also reduce the burden on MPD analytical and IT staff to extract the data.

Project/analysis for which data were requested	Categories of Data Requested	Frequency of data collection (one-time, weekly, monthly, annually)	Was the requested data provided? (Yes/No)
DISTRICT AGENCIES			
CHILD AND FAMILY SERVICES AGENCY (CFSA)			
Human Trafficking in the District of Columbia: CY 2016 - 2020	Demographics for human trafficking victims under CFSA care	Annually	Yes
A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement	Investigations and outcomes (e.g., substantiated cases) of abuse and neglect cases reported.	One-time	Yes
Childhood Risk Factors for Young Adults Convicted of Homicide	CFSA involvement data	One-time	Pending
DEPARTMENT OF CORRECTIONS (DOC)			
Justice Statistical Analysis Tool (Home (dcjsat.net))	Number of admissions and releases of inmates in DOC custody by age range, race, and gender.	Annually	Yes
Justice System Operations Dashboard (for CJCC Principals)	Number of admissions of inmates in DOC custody, average daily population, and average length of stay by legal status	Monthly	No. Received only once due to personnel shortage and updates to CMS

Analysis of the Youth Rehabilitation Amendment Act of 2018	Admission data, release data, and programming data	One-time	Yes
READY Center Evaluation	Intake and release data for READY/non-READY participants	One-time	Yes
DEPARTMENT OF HEALTH CARE FINANCE (DHCF)			
A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement	Medicaid reciprocity data and mental health care data.	One-time	Yes
Childhood Risk Factors for Young Adults Convicted of Homicide	Medicaid reciprocity data, and mental health data	One-time	No. Legislative remedy required.
DEPARTMENT OF HUMAN SERVICES (DHS)			
A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement	Temporary Assistance for Needy Families (TANF) reciprocity data.	One-time	Yes
Juvenile Recidivism: A 2018 Cohort Analysis	ACE diversion data (demographics and completion type)	One-time	Yes
Juvenile Justice Data Committee Report	ACE diversion data	Monthly	Yes
Childhood Risk Factors for Young Adults Convicted of Homicide	Temporary Assistance for Needy Families (TANF) reciprocity data	One-time	Pending
DEPARTMENT OF YOUTH REHABILITATION SERVICES (DYRS)			
Human Trafficking in the District of Columbia: CY 2016 - 2020	Number of youth under supervision identified as victims of human trafficking and victim demographics.	Annually	Yes
Justice Statistical Analysis Tool (Home (dcjsat.net))	Number of detained and committed youth by status at entry, initial placement type, age range, race, and gender	Annually	Yes
Justice System Operations Dashboard (for CJCC Principals)	DYRS admissions and length of stay by facility and status	Monthly	Yes
Gun Violence Dashboard	Victims and offenders of shootings or violent gun crimes while under supervision	Monthly	Yes
Juvenile Recidivism: A 2018 Cohort Analysis	Admissions and commitment data.	One-time	Yes
Juveniles Under Supervision and Involvement in Gun-Related Offenses	Victims and offenders of shootings or violent gun crimes while under supervision.	One-time	Yes
Juvenile Justice Data Committee Report	Commitment data, Absconder data	Monthly	yes
Childhood Risk Factors for Young Adults Convicted of Homicide	Commitment data	One-time	Pending

Analysis of the Youth Rehabilitation Amendment Act of 2018	Commitment data	One-time	Yes
METROPOLITAN POLICE DEPARTMENT (MPD)			
Human Trafficking in the District of Columbia: CY 2016 - 2020	Human trafficking investigations and arrests; victim and offender demographics	Annually	Yes
Justice Statistical Analysis Tool (Home (dcjsat.net))	Crime and arrest data	Annually	Yes
Justice System Operations Dashboard (for CJCC Principals)	Crime and arrest data	Monthly	Yes
Hold Decisions and Recidivism for Persons Charged with Violent Crime or Gun Offenses	Arrest data	One-time	Yes
Risk Terrain Modeling of Shootings and Robberies	Crime data	One-time	Yes
Recidivism of Persons Arrested for Gun Possession	Arrest data	One-time	Yes
Gun Violence Dashboard	Arrests data	Monthly	Yes
Analysis of Time of Offense for Juveniles	Crime and arrest data	One-time	Yes
Individuals Arrested as Juveniles and Subsequently Arrested as Adults	Arrest data	One-time	Yes
Juvenile and Adult Carjacking Analysis	Arrest data	One-time	Yes
A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement	Arrest data	One-time	Yes
Juvenile Recidivism: A 2018 Cohort Analysis	Arrest data	One-time	Yes
Juveniles Under Supervision and Involvement in Gun-Related Offenses	Arrest data	One-time	Yes
Juvenile Justice Data Committee Report	Arrest data	Monthly	Yes
Childhood Risk Factors for Young Adults Convicted of Homicide	Arrest data	One-time	Yes
Analysis of the Youth Rehabilitation Amendment Act of 2018	Arrest data	One-time	Yes
Juvenile Stop Analysis	Stop data	One-time	Yes
Re-Arrest Rate for Adult Women	Arrest data	One-time	Yes

READY Center Evaluation	Arrest data	One-time	Yes
OFFICE OF THE ATTORNEY GENERAL (OAG)			
Justice Statistical Analysis Tool (Home (dcjsat.net))	Papering decisions	Annually	No. Data quality concerns and setting up their own new portal
Justice System Operations Dashboard (for CJCC Principals)	Papering decisions and case status	Monthly	Yes
Gun Violence Dashboard	Papering decisions	Monthly	Yes
Juvenile and Adult Carjacking Analysis	Papering decisions	One-time	Yes
Juvenile Recidivism: A 2018 Cohort Analysis	ACE diversions, papering decisions	One-time	Yes
Juvenile Justice Data Committee Report	ACE diversions	Monthly	Yes
OFFICE OF THE STATE SUPERINTENDENT FOR EDUCATION (OSSE)			
A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement	Attendance, IEP eligibility, school discipline, and homelessness data.	One-time	Yes
Childhood Risk Factors for Young Adults Convicted of Homicide	Homelessness data, absences/suspensions/grade retention data, residential address data, and IEP eligibility data	One-time	Pending
SENTENCING COMMISSION OF THE DISTRICT OF COLUMBIA (SCDC)			
Analysis of the Youth Rehabilitation Amendment Act of 2018	Sentencing data	One-time	Yes
FEDERAL AGENCIES			
COURT SERVICES AND OFFENDER SUPERVISION AGENCY (CSOSA)			
Justice System Operations Dashboard (for CJCC Principals)	Number of individuals under CSOSA supervision by status, average daily population, average length of stay, and supervision type or status	Monthly	Once
Gun Violence Dashboard	Persons under supervision who were arrested for, or victims of, gun-related offenses	Monthly	No Privacy Act
Analysis of the Youth Rehabilitation Amendment Act of 2018	Probation/supervision and programming data	One-time	No Privacy Act
Use of Sanctions for Parole and Supervised Release	Total number of persons on Parole and Supervised Release, Number and type of violations, Number of AVRs issued, Sanctions imposed	One-time	No Privacy Act
DC SUPERIOR COURT (including Court Social Services Division)			
Justice Statistical Analysis Tool (Home (dcjsat.net))	Court case activity – adult and juvenile cases filed and disposed by case type.	Annually	Yes

	Pre- and post-supervision: Court Social Services Division pretrial and probation populations		
Justice System Operations Dashboard (for CJCC Principals)	Court case activity (filed, disposed, scheduled, pending cases by case type)	Monthly	Yes
Hold Decisions and Recidivism for Persons Charged with Gun Offenses	Court hold and release decisions	One-time	Yes
Gun Violence Dashboard	Youth under supervision who were arrested for, or victims of, gun-related offenses	Monthly	Yes
Juvenile and Adult Carjacking Analysis	CSSD recommendation data and DCSC decision/case outcome data	One-time	No
A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement	Case outcome data.	One-time	Yes
Juvenile Recidivism: A 2018 Cohort Analysis	Case filing and case outcome data.	One-time	Yes
Juveniles Under Supervision and Involvement in Gun-Related Offenses	Youth under supervision who were arrested for, or victims of, gun-related offenses	One-time	Yes
Juvenile Justice Data Committee Report	Probation data, Intake date, adjudicated and disposed cases data	Monthly	Yes
Childhood Risk Factors for Young Adults Convicted of Homicide	CSSD probation data, juvenile adjudication data, and social file data	One-time	Pending
Analysis of the Youth Rehabilitation Amendment Act of 2018	YRA sentence data, set-aside data, disposition data, charge data, and sentencing data	One-time	Yes
READY Center Evaluation	Case filing, disposition, and sentencing data	One-time	Yes
FEDERAL BUREAU OF INVESTIGATION (FBI)			
Human Trafficking in the District of Columbia: CY 2016 - 2020	Number of investigations and arrests for human trafficking by case status, victim and offender demographics	Annually	Yes
FEDERAL BUREAU OF PRISONS (BOP)			
Justice Statistical Analysis Tool (Home (dcjsat.net))	Admissions and releases of inmates by race, age range, and gender	Annually	Yes
	Detained population by facility type and location	Daily	Yes
Justice System Operations Dashboard (for CJCC Principals)	Total number of detained inmates by facility, average daily population, average length of stay	Quarterly	Yes
Analysis of the Youth Rehabilitation Amendment Act of 2018	Admission data, release data, and programming data	One-time	Yes
METROPOLITAN TRANSIT POLICE DEPARTMENT (MTPD)			
Juvenile Justice Data Committee Report	WMATA Arrest data	Monthly	Yes
PRETRIAL SERVICES AGENCY			

Justice Statistical Analysis Tool (Home (dcjsat.net))	Number of supervised individuals by age range, race, ethnicity, gender, and program or supervision type	Annually	Yes
Justice System Operations Dashboard (for CJCC Principals)	Number of supervised individuals by status, average daily population, average length of stay	Monthly	Yes
Hold Decisions and Recidivism for Persons Charged with Gun Offenses	Non-DC arrest data	One-time	Yes
Gun Violence Dashboard	Offenders of shooting or violent gun crimes while under supervision	Monthly	Yes
Analysis of the Youth Rehabilitation Amendment Act of 2018	Socio-demographics, non-DC arrest, and conviction data	One-time	Yes
UNITED STATES ATTORNEY'S OFFICE (USAO)			
Human Trafficking in the District of Columbia: CY 2016 - 2020	Number of investigations and cases for human trafficking, case or investigation status, case outcome, victim and offender demographics	Annually	Yes
Justice System Operations Dashboard (for CJCC Principals)	USAO criminal matters, pending and resolved, Grand jury days	Monthly	Yes
Hold Decisions and Recidivism for Persons Charged with Gun Offenses	Hold request data	One-time	Yes
Gun Violence Dashboard	Papering decisions for gun-related cases	Monthly	No Concern about providing point-in-time papering data
UNITED STATES MARSHALS SERVICE (USMS)			
Justice System Operations Dashboard (for CJCC Principals)	Warrant Operations (active and closed)	Monthly	Yes
UNITED STATES PAROLE COMMISSION (USPC)			
Use of Sanctions for Parole and Supervised Release	Data on the total number of persons on Parole and Supervised Release who violated conditions of release	One-time	Yes
Analysis of the Youth Rehabilitation Amendment Act of 2018	Set-aside data	One-time	Yes

Reports, Surveys, and Analysis

48. Please discuss the reports and analyses conducted by the Statistical Analysis Center in FY22 and FY23, to date. Please discuss the progress of any outstanding reports or requests, including their anticipated dates of completion.

Response: Please see the response to question #30 for a list of all reports and analyses conducted by the Statistical Analysis Center during FY22 and FY23, to date, including completion dates.

49. Please provide an update on the survey and report required of CJCC by Section 304 of the Comprehensive Youth Justice Amendment Act of 2016 (D.C. Law 21-0238).

Response: CJCC published the second iteration of the report required by Section 304 of the Comprehensive Youth Justice Amendment Act in September 2022. The report, entitled “A Study of Factors that Affect the Likelihood of Juvenile Justice System Involvement,” addresses the following research questions: (1) How do justice involved youth differ from non-justice-involved youth; (2) What factors affect the likelihood that youth will become involved in the justice system; and (3) What protective factors and programs can reduce the likelihood of justice system involvement.

The analysis identified the following factors as significantly increasing the likelihood that youth will become involved in the juvenile justice system: (1) being a Black male youth; (2) being homeless; (3) experiencing abuse or neglect; (4) having more than the average number of unexcused absences; (4) having an externalizing or comorbid mental health disorder; and (5) living on a gun violence hot block, among others.

The study also showed that the following protective factors have been found to be effective at reducing the likelihood of juvenile justice system involvement: (1) mentoring programs; (2) academic tutoring; (3) after-school athletics; (4) youth employment programs; (5) anti-bullying campaigns; and (6) economic supports.

50. Please provide an update on the report required of CJCC by Section 102 of the Youth Rehabilitation of 2018 (D.C. Law 22-0197).

Response: CJCC published an Analysis of the Youth Rehabilitation Amendment Act of 2018 in September 2022. The report provided a quantitative data analysis of: (1) the extent to which eligible persons were sentenced under the YRA and had their convictions set aside; (2) factors that affected the likelihood of receiving a YRA sentence and having the conviction set aside; (3) the extent to which YRA-eligible cases were eligible for and subject to mandatory minimums; (4) factors that affected the likelihood that YRA-eligible persons would recidivate; and (5) the impact of programming provided to YRA-eligible persons.

Key findings from the study include the following:

- 55% of eligible cases were sentenced under the YRA and 26% of eligible cases had their convictions set aside, to date
- Persons with traffic offenses were more likely to receive a YRA sentence compared to other offenses; and those with a high number of prior arrests were less likely to receive a YRA sentence

- 4% of YRA-sentenced offenses were subject to mandatory minimums, and mandatory minimums were applied for about 38% of those eligible offenses
- YRA-sentenced persons were more likely to be sentenced to probation versus incarceration, and their sentence lengths were shorter
- YRA-sentenced persons ages 22 to 24 were less likely to be rearrested compared to non-YRA sentenced persons in the same age group. There was no significant difference in rearrests for YRA sentenced versus non-YRA sentenced persons under 22.
- Persons whose convictions were set aside were less likely to be rearrested compared to those whose convictions were not set aside.
- The District has not yet implemented YRA-specific programming

51. Please describe any modifications made to the Justice Statistical Analysis Tool (“JSAT”) in FY22 and FY23, to date.

Response: The Justice Statistical Analysis Tool (JSAT) is a one-stop-shop for criminal and juvenile justice data and analysis in the District of Columbia. JSAT is comprised of the Enterprise Portal and the Public Portal. The Enterprise Portal includes aggregate data available only to justice system agencies in the District for the purpose of research and analysis and to inform business and policy decisions. The Public Portal, which can be accessed via www.dcjsat.net, provides aggregate information to the general public regarding criminal and juvenile justice trends in the District. A total of twelve (12) District and federal justice system agencies have signed agreements to participate in JSAT, including nine (9) agencies that have agreed to contribute data to JSAT.

During FY22 and the first quarter of FY23, CJCC engaged an IT contractor to implement several enhancements to the JSAT Enterprise. First, to help ensure compliance with Federal Information Security Modernization Act (FISMA) requirements, the contractor modified password requirements for the JSAT Enterprise, including (1) ensuring that passwords expire automatically after 90 days and that users are notified in advance that the password is soon to expire and (2) ensuring that passwords meet certain standards regarding the number of letters, numbers and special characters that must be included.

Second, the contractor in collaboration with CJCC’s IT team, worked to establish a data feed between MPD’s records management system and JSAT, such that MPD arrest and crime data are automatically fed into JSAT on a weekly basis. This enhances the previous process by which MPD transmitted crime and arrest data via Excel files on a monthly basis. This will enable CJCC to provide more real-time reporting on crime and arrests.

During FY23, CJCC will continue to make several enhancements to JSAT that will result in cost savings, increased internal ownership of system development and maintenance, and increased functionality for users. Specifically, CJCC is transitioning JSAT to the cloud, which will enable users to extract data, apply filters to data visualizations, and

monitor and report data quality issues. We expect the upgrades to be completed by the end of FY23.

52. Please describe any updates the CJCC made to its risk terrain model in FY22 and FY23, to date.

Response: Risk Terrain Modeling (RTM) is a predictive crime modeling tool that identifies where a crime is most likely to occur in the future based on mathematical relationships between certain place types and past crime. In November 2022, CJCC updated the RTM analysis for shootings and gun robberies, and also conducted an analysis for carjackings. A total of 35 place types were incorporated into the model. The analysis was conducted at the citywide and ward levels.

Based on the RTM analysis, for 2023, citywide:

- Shootings are more likely to occur in close proximity to carryouts, illegal dumping locations, and HUD and other affordable housing units, and where there is a high level of density of abandoned cars and fast food establishments;
- Gun robberies are more likely to occur near Metro stations, gas stations, affordable housing locations, abandoned cars, illegal dumping locations, and pharmacies; and
- Carjackings are more likely to occur near abandoned cars, affordable housing, and Metro stations and where there is a high level of density of gas stations and illegal dumping locations.

It is important to note that RTM analysis does not suggest that these high-risk place types are the *cause* of certain types of crime. Rather, once you've completed the RTM analysis, the next step is to establish the risk narrative to understand the context for *why* these place types attract certain types of crimes. This may include law enforcement and other stakeholders conducting interviews with business owners, community members and property managers. Once you have an understanding of the why, then action can be taken to mitigate the risks. This may include increased law enforcement patrols at high-risk place types that are located in high-risk communities; routine business checks conducted by law enforcement; city planning and public works agencies working to address blight, such as swift removal of abandoned cars and illegal dumping in high-risk areas.

Miscellaneous

53. Please provide an update on CJCC's strategic priority areas in FY22 and FY23, to date, including any anticipated programmatic changes and associated funding (and funding needs) in the remainder of FY23.

Response: The CJCC has four priority areas: Violent Crime, Juvenile Justice, Adult Reentry, and Substance Abuse and Mental Health. The table below describes key initiatives, selected research and analysis, and training and technical assistance sessions for each priority area during FY22 and FY23, to date.

Priority Area	Multi-Agency Initiatives	Research and Analysis	Training and Technical Assistance
Violent Crime	<ul style="list-style-type: none"> Support implementation of the Gun Violence Reduction Strategic Plan Monitor the continued justice system involvement of individuals at high risk of engaging in gun violence 	<ul style="list-style-type: none"> Gun Violence Problem Analysis (will update during FY23) Monthly violent gun crime trend analysis Monthly gun violence dashboard Firearm injury surveillance Risk Terrain Modeling for Shootings, Robberies and Carjackings 	<ul style="list-style-type: none"> Spring Public Meeting: Release of the Gun Violence Reduction Strategic Plan Fall Public Meeting: Influence of Social Media on Gun Violence
Juvenile Justice	<ul style="list-style-type: none"> Deep Dives of Juveniles Arrested 3+ times in 12 months Implementation of the Prevention recommendations from the Gun Violence Reduction Strategic Plan 	<ul style="list-style-type: none"> Monthly Juvenile Justice Data Committee Report Factors that Affect the Likelihood of Juvenile Justice System Involvement Juvenile Recidivism Analysis Childhood Risk Factors of Young Adults Convicted of Homicide/Attempted Homicide 	<ul style="list-style-type: none"> Juvenile Justice Webinar: Restorative Justice Best Practices Juvenile Justice Webinar: Racial Equity in the Data Lifecycle
Adult Reentry	<ul style="list-style-type: none"> Develop a consent form to authorize BOP to notify MORCA and other District agencies of the release of District residents Returning Citizen Employment Initiative Identifying opportunities to expand affordable and supportive housing options for returning citizens 	<ul style="list-style-type: none"> Monthly detained population census Youth Rehabilitation Amendment Act Analysis READY Center Evaluation Process evaluation of DOC's reentry programs for women and youth (18 – 25) Parole and Supervised Release Violations and Sanctions and Best Practices for Alternative Sanctions 	<ul style="list-style-type: none"> N/A
Substance Abuse and Mental Health	<ul style="list-style-type: none"> Support the Live.Long.DC Interdiction and Criminal Justice Strategy Group 	<ul style="list-style-type: none"> Sequential Intercept Model (SIM) Mapping 	<p>Criminal Justice Webinar: Trauma-Informed Care</p>

	<ul style="list-style-type: none"> • Implementation of the Sequential Intercept Model (SIM) • Familiar Faces Initiative (interrupt the cycle of incarceration for low-level offenders with substance abuse and mental health challenges) 	<ul style="list-style-type: none"> • Analysis of Opioid and Drug Possession-Related Arrests 	for Justice System Professionals
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The CJCC supports its member agencies and other stakeholders across each priority area through four core functions: (1) facilitate automated information sharing; (2) conduct research and analysis; (3) facilitate interagency collaboration; and (4) provide training and technical assistance. The research, collaboration and training and technical assistance efforts are described in the table above. With respect to automated information, that is primarily facilitated through JUSTIS, which is the District’s Integrated Justice Information System (IJIS). JUSTIS functions as the central hub for real-time information sharing among local and federal criminal justice agencies in the District. With thousands of users across 30-plus agencies, JUSTIS plays an integral role in the District’s justice system operations.

The JUSTIS System Exchange, which enables the direct exchange of information from one partner agency’s records management system to another, is built using a software that will no longer be supported as of 2025. In addition, the CJCC has been relying on a contractor to provide IT development services for the system exchange and seeks to bring that expertise in house. Therefore, starting in FY2023, CJCC will initiate the process of migrating JUSTIS to the cloud, which will enhance the agility, security and utility of the system. In February 2023, CJCC issued a Request for Proposals (RFP) for Phase I of the cloud migration process, which includes an assessment of the current system and recommendations and requirements for a suitable cloud-based solution. CJCC expects to initiate the second, and final, phase of the cloud migration in FY2024, which includes implementing the cloud-based solution.

54. How many working groups or task forces were convened within the CJCC in FY22 and FY23, to date?
- What topics did these working groups or task forces address?
 - Please list the work groups’ memberships, and what changes have been made to working group membership in FY22 and FY23, to date?

Response: CJCC has convened thirteen (13) committees and workgroups during FY22 and FY23, to date. The table below lists each committee and workgroup, along with the membership and topics addressed. (Note: An asterisk (*) indicates new agencies that joined the committee or workgroup during FY22 or FY23, to date.)

Committee	Membership	Topics Addressed
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GENERAL		
CJCC Principals	CJCC member agencies: BOP, CSOSA, DC Council, DC Superior Court (DCSC), DMPSJ, DOC, DYRS, MPD, OAG, OVSJG, PDS, PSA, USAO, USMS, USPC	<ul style="list-style-type: none"> • Gun Violence Problem Analysis and Strategic Plan • Local Control of Parole Functions • Carjacking Incidents and Arrests • Papering, Hold Decisions and Rearrests for Persons Arrested for Violent and Gun Offenses • Update of CJCC MOA • Inspections of BOP Facilities • Establish CJCC priorities for 2023
Interagency Research Advisory Committee	CJCC member agencies: BOP, CSOSA, DCSC, DMPSJ, DOC, DYRS, MPD, OAG, OVSJG, PDS, PSA, USAO, USMS, USPC Other: The Lab@DC, DC Health	<ul style="list-style-type: none"> • Provide feedback on proposed methodologies for Statistical Analysis Center research and analytical projects.
JUSTIS		
Information Technology Advisory Group (ITAC)	CJCC member agencies: BOP, CSOSA, DCSC, DOC, DYRS, MPD, OAG, PDS, PSA, USAO, USMS, USPC Other: DC Sentencing Commission (SCDC), US Probation Office (USPO), US Capitol Police (USCP)	<ul style="list-style-type: none"> • Development, operation, maintenance, and monitoring of initiatives related to JUSTIS.
Information Security Workgroup (ISW)	Same as ITAC	<ul style="list-style-type: none"> • Industrywide best practices and policies regarding information security and information exchange
Inter-Agency Workgroup (IWG)	Same as ITAC	<p>Solutions to address challenges with respect to the JUSTIS system exchange, including:</p> <ul style="list-style-type: none"> • DC Superior Court’s migration of its current records management system to a new cloud-based system (Odyssey) • MPD’s roll out of its new cloud-based RMS (Mark 43).
Inter-Agency Data Quality Workgroup (IDQ)	Same as ITAC	<ul style="list-style-type: none"> • Systemic issues associated with the quality of criminal justice and juvenile justice data that is displayed in JUSTIS.
COMBATING VIOLENT CRIME		

<p>Combating Violent Crime Committee</p>	<p>CSOSA, DC Council, DCSC/CSSD, DMPSJ, DOC, DYRS, MPD, OAG, OGVP*, ONSE*, OVSJG, PSA, USAO, USMS</p> <p>Other: ATF, DCHA</p>	<ul style="list-style-type: none"> • Development and implementation of the Gun Violence Problem Analysis and the proposed Gun Violence Reduction Strategic Plan • Violent crime trend analysis • Updates on partner efforts (e.g., MPD, ONSE, OGVP) to reduce gun violence
<p>GunStat</p>	<p>CSOSA, CSSD, DMPSJ, DOC, DYRS, MPD, OAG, OGVP*, ONSE*, PSA, USAO, USMS</p> <p>Other: ATF, DCHA</p>	<ul style="list-style-type: none"> • Monitoring continued justice system involvement of the 200 individuals at high risk of being a victim or perpetrator of gun violence (per the problem analysis) • Analysis of emergency room data on firearm injuries
<p>JUVENILE JUSTICE</p>		
<p>Juvenile Justice Committee</p>	<p>CJCC member agencies: CSSD, DCSC, DC Council, DYRS, DMPSJ, MPD, OAG, OGVP*, ONSE*, OVSJG, PDS</p> <p>Other: CFSA, DBH, DCPS, DHS, DME/SCDC, DMHHS, MTPD, OSSE</p>	<ul style="list-style-type: none"> • Deep Dives of Youth with 3+ arrests in 12 months • Carjacking: Arrest and Supervision History of Juveniles Arrested for Carjacking • Prevention recommendations from the Gun Violence Reduction Strategic Plan (Longitudinal study of childhood risk factors; Youth Data Intervention Initiative; Community Resource Hubs) • Juvenile Diversion Programs • Compliance with the Juvenile Justice and Delinquency Prevention Act • Juveniles Whose First Arrest Was for a Violent or Weapon Offense
<p>Juvenile Justice Data Committee</p>	<p>CJCC member agencies: CSSD, DYRS, MPD, OAG, PDS</p> <p>Other: DHS, DME/SCDC, MTPD</p>	<ul style="list-style-type: none"> • Review the monthly Juvenile Justice Data Committee report, which includes monthly and yearly trends at each stage of the juvenile justice system • Review specialized analysis requested by JJC members (e.g., juvenile carjacking, gun and violent arrests as first arrests, stops, etc.)
<p>Joint Supervision Workgroup</p>	<p>CJCC member agencies: CSOSA, CSSD, DYRS, PSA</p> <p>Other: CFSA</p>	<ul style="list-style-type: none"> • Review quarterly report on jointly supervised youth • Discuss challenges regarding particularly high-risk youth, including those with recent arrests, absconders, and those supervised by 3 agencies.
<p>ADULT REENTRY</p>		

<p>Adult Reentry Steering Committee</p>	<p>CJCC member agencies: BOP, CSOSA, DC Council, DCSC, DMPSJ, DOC, OAG, PDS, PSA</p> <p>Other: MORCA, Council for Court Excellence, Jubilee Housing, Pathways to Housing DC, National Reentry Network, Voices for a Second Chance, ULS-DC</p>	<ul style="list-style-type: none"> • Develop a consent form to enable BOP to share detailed information on DC Code offenders who are being released with MORCA and other District agencies • Identify additional employment opportunities for returning citizens • Support the District’s Reentry Collective Impact Effort to increase supply of affordable, supportive housing for returning citizens
SUBSTANCE ABUSE AND MENTAL HEALTH		
<p>Substance Abuse Treatment and Mental Health Services Integration Taskforce (SATMHSIT)</p>	<p>CJCC member agencies: CSOSA, DC Council, DCSC, DMPSJ, DOC, MPD, OAG, PDS, PSA, USAO</p> <p>Other: DBH, DHCF, ULS-DC, Community Connections</p>	<ul style="list-style-type: none"> • Support implementation of the District’s Live.Long.DC initiative • Implement priorities identified through the Sequential Intercept Mapping (SIM) model • Consider options for expanding drug court for persons with opioid use disorders • Consider incorporating Peer Specialist Support within DOC and the READY Center • Familiar Faces Initiative (preventing low-level offenders with substance abuse or mental health issues from cycling through the criminal justice and public health systems)

55. Please discuss any legislative priorities for CJCC in the remainder of FY22 and in FY23, including removing any legislative barriers to information sharing.

Response: As discussed in response to question #27, each time the CJCC conducts analysis that requires access to protected health information, a legislative change is required to authorize the agencies that collect and maintain health information (e.g., Department of Health Care Finance) to share the information with the CJCC. CJCC has experienced an increasing number of requests for analysis that requires access to not only criminal or juvenile justice data, but also education, human services and health data. CJCC is seeking a permanent, as opposed to a piecemeal, legislative remedy to enable the agency to access protected health information for the purpose of research and analysis.

56. What public meetings did CJCC convene in FY22 and FY23, to date?

Response: CJCC convened two public meetings during FY22, with a total of 224 attendees. On May 12, 2022, CJCC convened its [Spring virtual public meeting](#) to discuss the [Gun Violence Reduction Strategic Plan](#). The meeting allowed the public to hear from

the author of the proposed plan, David Muhammad, as well as from Linda Harlee-Harper, the Director of the Office of Gun Violence Prevention, and from Mayor Bowser.

On September 22, 2022, CJCC convened its [Fall virtual public meeting](#) to discuss the correlation between social media and gun violence. The [Gun Violence Problem Analysis](#) revealed that many instances of local gun violence stem from interpersonal conflict that may originate on social media platforms. The public was able to hear from digital justice and civil rights experts, community members, and law enforcement regarding the prevalence of social media slights and the surrounding issues.

CJCC's is finalizing planning for the FY23 Spring and Fall public meetings.

57. What training workshops and other programs did CJCC hold in FY22 and FY23, to date?

Response: CJCC convened three [training and technical assistance sessions](#) during FY22, with a total of 194 attendees.

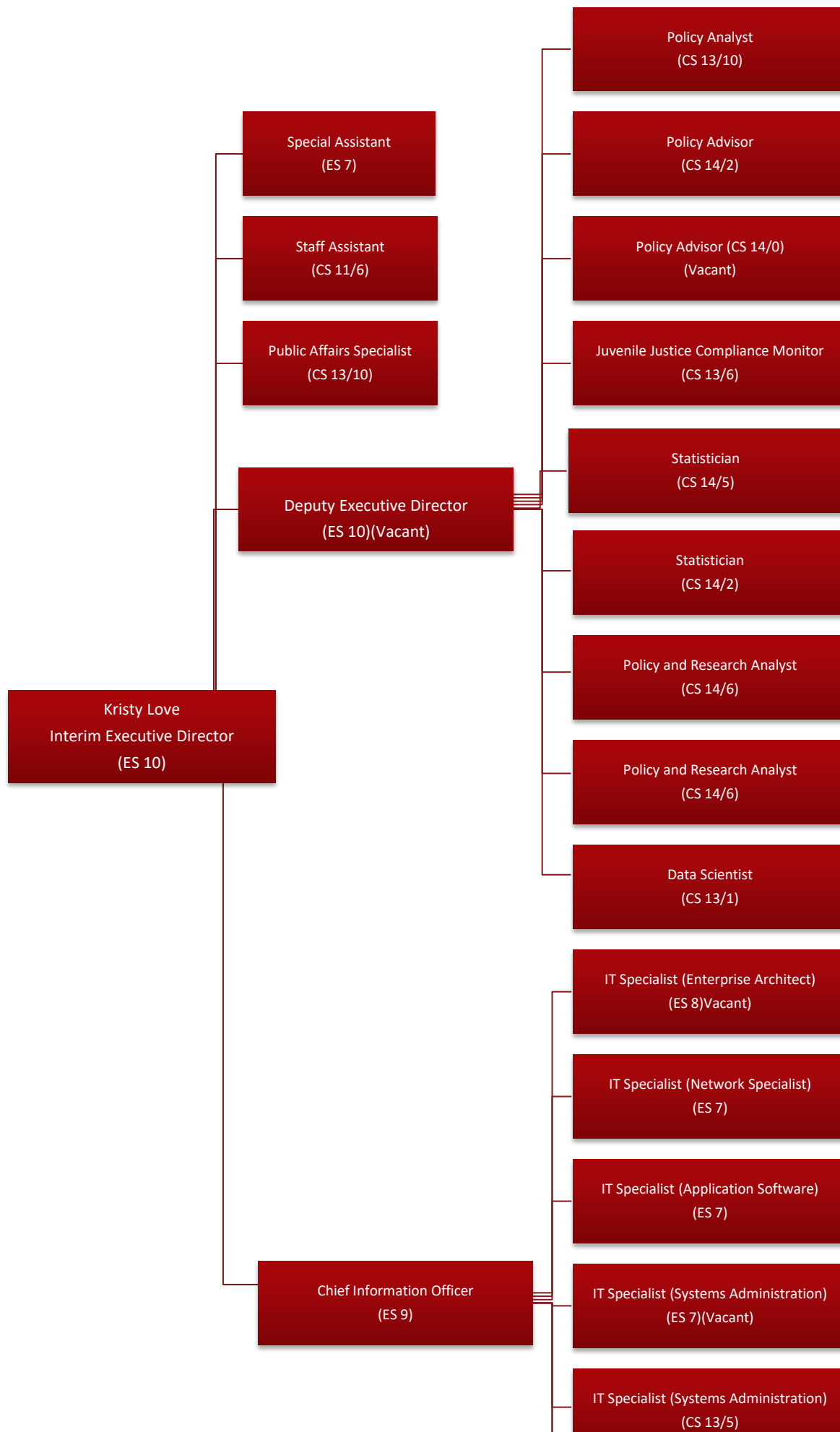
On December 7, 2021, CJCC convened a juvenile justice webinar entitled: "Restorative Justice and the Justice System: Fairness, Accountability, and the Administration of Justice." Practitioners in the field shared insights on the definition and application of Restorative Justice in the juvenile justice sphere, and discussed challenges and best practices.

On January 12, 2022, CJCC convened a criminal justice webinar entitled: "Trauma-Informed Care for the Criminal Justice Practitioner." Panelists and a moderator discussed challenges and opportunities in self-care for criminal and juvenile justice practitioners.

On June 16, 2022, CJCC hosted a webinar entitled: "Racial Equity in Data." The session provided criminal and juvenile justice practitioners with valuable training on how to identify inherent bias in the collection and processing of data.

CJCC is finalizing planning for the FY23 training and technical assistance sessions.

ORGANIZATIONAL CHART (as of 1.31.2023)



CJCC CONTRACT STAFF
(FY 2022 - FY 2023 to date)(2.7.2023)

Unit	Company	Contract Staff	Title	Hourly Rate
FY 2022				
CJCC	DC Policy Center (CW93501; PO657190)			
		Yesim Sayin Taylor, PhD	Principal researcher	Firm Fixed Price Contract
		Emilia Calma	Principal researcher	Firm Fixed Price Contract
		Nicholas Dodds	Research Assistant	Firm Fixed Price Contract
		Angela Charles	Administrative Assistant	Firm Fixed Price Contract
		Aimee Custis	Editor and Typesetter	Firm Fixed Price Contract
CJCC	Enlightened, Inc. (CW89609; PO651632; PO662237)			
		David Debor	Enterprise Architect	\$160.00
CJCC	Enterprise Risk Management, Inc. (dba ERMProtect)(CW95398; PO654659)			
		Esteban Farao	Project Manager	Firm Fixed Price Contract
		Alexander Hernandez	Penetration Specialist	Firm Fixed Price Contract
CJCC	Health IT 2 (dba Codice)(PO668424-V2)			
		David Fraley	Lead Assessr	Firm Fixed Price Contract
		Steve Reyes	Cybersecurity Assessor	Firm Fixed Price Contract
CJCC	Keisler Social and Behavioral Research (Ready Center)(CW93458; PO650903-V3;)			
		Aysha Keisler, Ph.D	Project Manager	\$343.75
		Erin Eife, MA	Supporting Social Scientist	\$112.50
		Kirsten Michel, MA	Supporting Social Scientist	\$90.00
		Camille Clark	Research Assistant	\$75.00
CJCC	Keisler Social and Behavioral Research (Re-Entry Grant)(PO668426)			
		Aysha Keisler, Ph.D	Project Manager	\$232.07
		Erin Eife, PhD.	Supporting Social Scientist	\$112.50
		Kirsten Michel, MA	Supporting Social Scientist	\$87.52
		Camille Clark	Research Assistant	\$39.78
CJCC	Mindcubed (CW76861; PO650940; PO658226-V2)			
		Habib Patel	Project Manager	Firm Fixed Price Contract
		Lorraine Cornish	Senior Systems Analyst	Firm Fixed Price Contract
		Prasad Indla	Senior Technical Architect	Firm Fixed Price Contract
CJCC	Mindcubed (CW93984; PO651004-V2)			
		Habib Patel	Project Manager	Firm Fixed Price Contract
CJCC	National Institute for Criminal Justice Reform (PO651028)			
		David Muhammad	Project Manager	Firm Fixed Price Contract
		Lisa M. Barao	Researcher	Firm Fixed Price Contract
		Cait Ahearn	Administrative Assistant	Firm Fixed Price Contract
		Tara Debortnowsky	Administrative Assistant	Firm Fixed Price Contract

Unit	Company	Contract Staff	Title	Hourly Rate
FY 2022				
CJCC	Obverse Corp. (PO651523-V2)			
		James Detherage	President/CEO	\$800.00/mo
CJCC	Senoda, Inc. (PO655205-V2)			
		Paul Kaup	Project Manager	Firm Fixed Price Contract
		Jennifer Fell	Copywriter	Firm Fixed Price Contract
CJCC	MB Staffing Services (PO667519)			
		Tasha N. Williams	General Clerk I	\$32.06/hr
		Brittany Thomas	General Clerk I	\$32.06/hr
FY 2023				
CJCC	DC Policy Center (CW93501; PO677804)			
		Yesim Sayin Taylor, PhD	Principal researcher	Firm Fixed Price Contract
		Emilia Calma	Principal researcher	Firm Fixed Price Contract
		Nicholas Dodds	Research Assistant	Firm Fixed Price Contract
		Angela Charles	Administrative Assistant	Firm Fixed Price Contract
		Aimee Custis	Editor and Typesetting	Firm Fixed Price Contract
CJCC	Enlightened, Inc. (CW89609; PO674699)			
		David Debor	Enterprise Architect	\$160.00/hr
CJCC	Keisler Social and Behavioral Research (Ready Center)(CW93458; PO680164)			
		Aysha Keisler, Ph.D	Project Manager	\$343.75/hr
		Erin Eife, MA	Supporting Social Scientist	\$112.50/hr
		Kirsten Michel, MA	Supporting Social Scientist	\$90.00/hr
		Camille Clark	Research Assistant	\$75.00/hr
CJCC	Mindcubed (CW76861; PO675316)			
		Habib Patel	Project Manager	Firm Fixed Price Contract
		Lorraine Cornish	Senior Systems Analyst	Firm Fixed Price Contract
		Prasad Indla	Senior Technical Architect	Firm Fixed Price Contract
CJCC	Obverse Corp. (PO674529)			
		James Detherage	President/CEO	\$800.00/mo
CJCC	3 Heads Creative, LLC (PO677454)			
		Andrea Montes Rodriguez	Project Manager	Firm Fixed Price Contract
		Guayarmina Fernandez	Copywriter	Firm Fixed Price Contract
		Rodolfo Hernandez	Staff	Firm Fixed Price Contract
		Julie A. Pixler	Staff	Firm Fixed Price Contract
CJCC	National Institute for Criminal Justice Reform (PO682893)			
		David Muhammad	Project Manager	Firm Fixed Price Contract
		Lisa Barao	Researcher	Firm Fixed Price Contract
		Elijah Mercer	Researcher	Firm Fixed Price Contract
		Tara de Bortnosky	Administrative Assistant	Firm Fixed Price Contract

CJCC TRAVEL EXPENSES
(FY 2022 - FY 2023 to date)(1.31.2023)

#	Date	Vendor	Description	Amount
Dec-21				
1	12.14.2021	American Airlines	MAButler's Roundtrip Airfare for the 2022 SEARCH Winter Membership Group Meeting (Jan. 24 & 27, 2022)	\$316.79
2	12.14.2021	Westend Travel	MAButler's Travel Agent Fee re the Roundtrip Airfare for the 2022 SEARCH Winter Membership Group Meeting (Jan. 24 & 27, 2022)	\$30.00
Apr-22				
3	4.22.2022	American Airlines	KLove's Roundtrip Airfare from Washington, DC to Charleston, SC for the 2022 NNCJCC Meeting)(Charleston, SC; May 18 & 20, 2022)	\$317.20
4	4.22.2022	West End Travel	KLove's Travel Agent Fee (re Roundtrip Airfare from Washington, DC to Charleston, SC for the 2022 NNCJCC Meeting) (Charleston, SC; May 18 & 20, 2022)	\$30.00
May-22				
5	5.20.2022	Holiday Inn Charleston Historic District	KLove's Hotel Reservation at the Holiday Inn Charleston Historic District for the 2022 NNCJCC Meeting (Charleston, SC; May 19-20, 2022)	\$525.84
Jul-22				
6	7.20.2022	NAJIS	KLove's Registration for the 38th Annual NAJIS Conference (Sept. 27-29, 2022; Seattle, WA)	\$595.00
7	7.20.2022	NAJIS	MIrlandez's Registration for the 38th Annual NAJIS Conference (Sept. 27-29, 2022; Seattle, WA)	\$595.00
8	7.20.2022	NAJIS	CMoses' Registration for the 38th Annual NAJIS Conference (Sept. 27-29, 2022; Seattle, WA)	\$595.00
9	7.14.2022	Alaska Airlines	MIrlandez's Roundtrip Airfare from Washington National to Seattle, WA for the 38th Annual NAJIS Conference (Sept. 26 & 29, 2022; Seattle, WA)	\$851.09
10	7.14.2022	Alaska Airlines	KLove's Roundtrip Airfare from Washington National to Seattle, WA for the 38th Annual NAJIS Conference (Sept. 26 & 29, 2022; Seattle, WA)	\$851.09
11	7.14.2022	Alaska Airlines	CMoses' Roundtrip Airfare from Washington National to Seattle, WA for the 38th Annual NAJIS Conference (Sept. 26 & 29, 2022; Seattle, WA)	\$851.09

#	Date	Vendor	Description	Amount
12	7.14.2022	West End Travel	KLove's Travel Agent Fee re the 38th Annual NAJIS Conference Airfare (Sept. 26 & 29, 2022; Seattle, WA)	\$30.00
13	7.14.2022	West End Travel	Mlrandez's Travel Agent Fee re the 38th Annual NAJIS Conference Airfare (Sept. 26 & 29, 2022; Seattle, WA)	\$30.00
14	7.14.2022	West End Travel	CMoses' Travel Agent Fee re the 38th Annual NAJIS Conference Airfare (Sept. 26 & 29, 2022; Seattle, WA)	\$30.00
Oct-22				
1	10.20.2022	Omni Louisville Hotel	TLemons' Hotel Reservation (re the Coalition for Juvenile Justice RED Conference; FY 2023)	\$531.62
2	10.20.2022	American Society of Criminology	DMarimon's 2022 ASC Annual Meeting Registration (Nov. 16-19 2022; Atlanta, GA)	\$240.00
3	10.20.2022	American Society of Criminology	SChapman's 2022 ASC Annual Meeting Registration (Nov. 16-19 2022; Atlanta, GA)	\$240.00
4	9.29.2022	Renaissance Seattle Hotel	KLove's Lodging for the 38th Annual NAJIS Conference (Sept. 26-29, 2022; Seattle, WA)	\$668.01
5	9.29.2022	Renaissance Seattle Hotel	Mlrandez's Lodging for the 38 th Annual NAJIS Conference (Sept. 26-29, 2022; Seattle, WA)	\$668.01
6	9.29.2022	Renaissance Seattle Hotel	CMoses' Lodging for the 38 th Annual NAJIS Conference (Sept. 26-29, 2022; Seattle, WA)	\$668.01
7	10.19.2022	West End Travel	Travel Agent Fee (re TLemons' Roundtrip Airfare for the Coalition for Juvenile Justice RED Conference; FY23)	\$30.00
8	10.19.2022	Southwest Airlines	TLemons' Roundtrip Airfare (re the Coalition for Juvenile Justice RED Conference; FY 2023)	\$315.96
9	10.28.2022	Wyndham San Diego Bayside Hotel	TLemons' Hotel Reservation (re the 2022 OJJDP SRAD National Training Conference; Dec. 12 - 16, 2022; San Diego, CA)	\$726.12
10	10.27.2022	West End Travel	DMarimon's Travel Agent Fee-Way re Atlanta, GA to Washington, DC for the 2022 ASC Annual Meeting (Nov. 15 & 18, 2022; Atlanta, GA)	\$30.00
11	10.27.2022	West End Travel	TLemons' Travel Agent Fee (re the 2022 OJJDP SRAD National Training Conference; Dec. 12 & 15, 2022; San Diego, CA)	\$30.00
12	10.27.2022	West End Travel	SChapman's Travel Agent Fee re Roundtrip Airfare from Washington, DC to Atlanta, GA (re the 2022 ASC Annual Meeting; Nov. 15 & 18, 2022; Atlanta, GA)	\$30.00
13	10.27.2022	Delta Airlines	David Marimon' One-Way Airfare and Travel Agent Fee for the 2022 ASC Annual Meeting Registration (Nov. 19 2022; Atlanta, GA)	\$178.60
14	10.27.2022	Southwest Airlines	TLemons' Roundtrip Airfare and Travel Agent Fee for the 2022 OJJDP SRAD National Training Conference (Dec. 12 & 16, 2022; San Diego, CA)	\$537.47
15	10.27.2022	Southwest Airlines	SChapman's Roundtrip Airfare from Washington, DC to Atlanta, GA (re the 2022 ASC Annual Meeting; Nov. 15 & 18, 2022; Atlanta, GA)	\$331.96

Nov-22				
16	11.10.2022	Atlanta Marriott Marquis	SChapman's Hotel Reservation (re the Atlanta Marriott Marquis for the 2022 ASC Annual Meeting; Nov. 15-18, 2022; Atlanta, GA)	\$1,100.15

FY 2022 PERFORMANCE ACCOUNTABILITY REPORT



CRIMINAL JUSTICE COORDINATING COUNCIL

FY 2022 PERFORMANCE AND ACCOUNTABILITY REPORT

JANUARY 10, 2023

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1 CRIMINAL JUSTICE COORDINATING COUNCIL

Mission: The mission of the Criminal Justice Coordinating Council (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 criminal and juvenile justice system of the District of Columbia for its residents, visitors, victims and justice-involved individuals.

Services: Provide a forum for effective collaboration and problem solving among criminal and juvenile justice agencies. Identify, develop and coordinate innovative interagency solutions to address District of Columbia public safety challenges. Research and analyze critical issues identified by the criminal and juvenile justice system. Facilitate and provide long-term performance monitoring of collaborative solutions to public safety and criminal justice challenges.

2 2022 ACCOMPLISHMENTS

Accomplishment	Impact on Agency	Impact on Residents
Completion of the Gun Violence Problem Analysis and the Gun Violence Reduction Strategic Plan, which identified the key drivers of gun violence in the District, identified individuals at highest risk of engaging in gun violence, and provided recommendations for how the District can reduce gun violence. In collaboration with DC Health, implementation of the Firearm Injury Surveillance Through Emergency Rooms (FASTER) grant, which was funded by the CDC	Enhanced CJCC’s knowledge base and our ability to provide greater support to partner agencies with respect to our Combating Violent Crime priority area. Increased CJCC and our partner agency’s knowledge about nonfatal firearm injuries (many that had not been reported to law enforcement); enabled real-time tracking of trends, such as increase in juvenile firearm victims; and informed staffing decisions for Hospital-Based Violence Interrupters.	Informed District agencies and residents about evidence-based, data-driven and community-informed approaches for reducing gun violence and helps focus their efforts on the people and places with the greatest need. During FY23 and FY24, DC Health and CJCC will collaborate to develop a public-facing dashboard to reflect firearm injury data reported by emergency rooms.
Completion of Penetration Testing for JUSTIS, which is the District’s Criminal Justice Information System, and one-stop for operational information at each stage of the criminal justice system.	Helped validate that JUSTIS is a secure system and enabled us to identify and mitigate minor security vulnerabilities to further enhance information security.	Helps to ensure that personal identifiable information about the District’s justice-involved individuals is well-protected and secured within JUSTIS.

3 2022 OBJECTIVES

Strategic Objective	Number of Measures	Number of Operations
Provide a reliable mechanism for electronic information sharing among local and federal criminal justice partners to enhance public safety in the District of Columbia.	5	1
Facilitate collaboration among criminal and juvenile justice partners for efforts that require participation and input from multiple agencies.	2	2
Conduct research and analysis to enhance data-driven and evidence-based decision-making among criminal and juvenile justice partners.	1	1
Provide training and technical assistance to assist partners in making informed decisions when addressing criminal and juvenile justice issues.	2	3

4 2022 OPERATIONS

Operation Title	Operation Description	Type of Operation
Conduct research and analysis to enhance data-driven and evidence-based decision-making among criminal and juvenile justice partners.		
Research and Analysis to Support CJCC Priority Areas	CJCC's Statistical Analysis Center (SAC) conducts research and analysis to help inform interagency efforts across several of the CJCC priority areas (combating violent crime, substance abuse and mental health, juvenile justice, and adult reentry).	Key Project
Facilitate collaboration among criminal and juvenile justice partners for efforts that require participation and input from multiple agencies.		

(continued)

Operation Title	Operation Description	Type of Operation
Databases to Support Committees and Workgroups	CJCC maintains two databases that help support the work of several of the CJCC committees and workgroups. The Resource Locator is a searchable, online database of more than 750 service providers in the Washington, D.C. metropolitan area, that are equipped to assist returning citizens and others with housing, substance abuse, mental health, social services, medical, and legal needs, among others. The New Psychoactive Substances (NPS) Database provides a consolidated list of all chemicals that are currently being used to manufacture NPS, including formal and common names, as well as classification information, where available. Use of the database is restricted to local, regional and federal law enforcement partners.	Daily Service
Interagency Committees and Workgroups	CJCC facilitates and supports the efforts of multiple committees and workgroups, which include representatives from public safety and justice, education and health and human services agencies in the District, as well as federal criminal justice agencies. The committees and workgroups convene to address a range of system-wide criminal justice and juvenile justice issues with respect to Information Technology, Research and Analysis, Combating Violent Crime, Juvenile Justice, Substance Abuse and Mental Health Services, Adult Reentry, and Grants Planning.	Daily Service
Provide a reliable mechanism for electronic information sharing among local and federal criminal justice partners to enhance public safety in the District of Columbia.		
JUSTIS facilitates electronic information sharing among local and federal criminal justice partners.	CJCC operates and maintains JUSTIS, which is the Integrated Justice Information System (IJIS) for the District of Columbia. JUSTIS is available 24 hours a day, 7 days a week, and enables authorized agencies to contribute criminal justice information through an automated data feed. The information is made available to authorized viewing agencies through an information portal, as well as, through a system-to-system exchange.	Daily Service
Provide training and technical assistance to assist partners in making informed decisions when addressing criminal and juvenile justice issues.		
Public Meetings	CJCC hosts Public Meetings, where community members have the opportunity to engage with partners on relevant criminal and juvenile justice issues that affect District residents.	Key Project

(continued)

Operation Title	Operation Description	Type of Operation
Training and Technical Assistance	CJCC hosts a number of training and technical assistance events to equip District and federal partners with tools for addressing timely and relevant criminal justice and juvenile justice issues. The training events include the annual Criminal Justice Summit, annual Information Sharing Forum, Juvenile Justice Technical Assistance Workshops, Bridging Research to Practice series, and Grants Planning workshops.	Daily Service
Juvenile Justice Compliance Monitoring	CJCC's Juvenile Justice Compliance Monitor ensures the District's compliance with four core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP): (1) deinstitutionalization of status offenders; (2) separation of juveniles from adults in secure facilities; (3) removal of juveniles from adult jails and lockups; and (4) reduction of disproportionate minority contact within the juvenile justice system. Noncompliance would result in a reduction of grant funding from the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The Compliance Monitor receives and reviews annual admissions reports from all DC juvenile correctional and detention facilities and conducts site visits at each of these facilities. The Compliance Monitor investigates presumptive violations and recommends corrective actions, as needed.	Daily Service

5 2022 STRATEGIC INITIATIVES

In FY 2022, Criminal Justice Coordinating Council had 4 Strategic Initiatives and completed 50%.

Title	Description	Completion to Date	Update	Explanation for Incomplete Initiative
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Establishing Interfaces between JUSTIS and New Agency Records Management Systems	JUSTIS facilitates electronic information sharing among local and federal criminal justice partners by ingesting data directly from agencies' records management systems (RMS) and displaying that data in the information portal or allowing direct sharing between agency RMSs through the system-to-system exchange. During FY21 and FY22, the Metropolitan Police Department (MPD), Department of Corrections (DOC) and Pretrial Services Agency (PSA) are slated to launch new records management systems. CJCC will establish new interfaces between JUSTIS and each agency's system by the end of the fiscal year.	25-49%	DOC has pushed back its migration date to February 2023. DCSC continues to work with partner agencies to address concerns regarding how the migration will impact partners' data systems and business processes. DCSC will identify a new deployment date once solutions to the partners' concerns have been identified. DCSC has pushed Phase 2 to FY 2023.	Partner agencies have delayed the deployment dates for their new records management systems.
JUSTIS Strategic Plan	CJCC manages and administers the District's designated Integrated Justice Information System (IJIS), referred to as the Justice Information System (JUSTIS). JUSTIS, a web-based information portal, displays data from multiple agencies on the same screen. It has a system exchange component and an information hub that allows the exchange of data feeds among its partner agencies. JUSTIS is a critical part of CJCC's information-sharing efforts. CJCC will engage a contractor to develop a five (5) year Information Technology Strategic Plan (Plan) outlining how the agency should be strategically aligned to better meet its mission and satisfy the future needs of its partner agencies and stakeholders.	Complete	The JUSTIS Strategic Plan was completed in Q1.	

Comprehensive Plan to Reduce Gun Violence	During FY2021, the CJCC engaged the National Institute for Criminal Justice Reform (NICJR) to conduct a problem analysis of gun violence in the District of Columbia to (1) establish a common understanding of the local violence problem and (2) inform the selection and implementation of violence reduction strategies. During FY2022, the CJCC will continue to engage with NICJR to develop a Comprehensive Plan to Reduce Gun Violence that (a) summarizes the problem analysis findings; (b) leverages the problem analysis to identify the specific goals and objectives the District should seek to reduce gun violence; and (c) makes recommendations regarding how the gun violence reduction goals and objectives can be achieved	Complete	NICJR completed the proposed plan to reduce gun violence in April 2022. CJCC released the plan to the public in May 2022 and convened a public meeting where David Muhammad, Executive Director, NICJR discussed the recommendations from the proposed plan and the Mayor and Director of Gun Violence Reduction discussed the District's implementation efforts.	
Revitalization Act Analysis	On August 5, 1997, Congress enacted the National Capital and Self-Government Improvement Revitalization Act of 1997 to address the root causes of some of the long-term fiscal challenges the District was experiencing at the time. As a result of the Act's passage, the federal government assumed responsibility for certain costly services in the District, including certain criminal justice functions. CJCC has engaged a contractor to submit a written report that (1) analyzes how the changes made to the District's justice system as a result of the Act have impacted justice system operations and (2) examines the impact the systemic changes have had on victims and justice-involved persons.	75-99%	During Q4, the DC Policy Center conducted additional interviews with CJCC members to obtain perspectives on the impact of the Revitalization Act and submitted a report to the CJCC for review and comment. CJCC has provided thorough feedback for additional revisions, which the DC Policy Center will incorporate. A final version of the report is anticipated to be completed in early FY23.	Contractor was not able to obtain needed data to implement initial research plan. They adjusted their approach and the draft report, accordingly.

6 2022 KEY PERFORMANCE INDICATORS AND WORKLOAD MEASURES

Key Performance Indicators

Measure	Directionality	FY 2020	FY 2021	FY 2022 Target	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022	Was 2022 KPI Met?	Explanation of Unmet KPI
Percent of CJCC committee chairs who agree that collaboration is necessary to address the criminal and juvenile justice issues covered by their committee	Up is Better	75%	100%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	
Percent of users who reported being satisfied with their JUSTIS experience	Up is Better	81%	93%	83%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	93%	Met	
Percent of users who find JUSTIS to be user-friendly	Up is Better	83%	91%	85%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	91%	Met	
Percent of participants who stated they will be able to use the information they learned during the training/technical assistance session	Up is Better	83%	92%	90%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90%	Met	
Percent of users who reported that JUSTIS is a primary source of information for them	Up is Better	84%	91%	86%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	90%	Met	
Percent of users who reported that JUSTIS provides necessary and important information for carrying out roles and responsibilities	Up is Better	98%	98%	98%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	99%	Met	
Percent of time JUSTIS is available to users	Up is Better	99%	99%	99%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	99%	Met	
Percent of CJCC committee chairs who agree that participation in and information sharing through the committee is important to their agencies' ability to address particular criminal or juvenile justice issues	Up is Better	100%	88%	100%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	100%	Met	

Key Performance Indicators (continued)

Measure	Directionality	FY 2020	FY 2021	FY 2022 Target	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022	Was 2022 KPI Met?	Explanation of Unmet KPI
Percent of participants who reported that participation in the training/technical assistance session increased their knowledge about a particular criminal or juvenile justice issue	Up is Better	100%	94%	90%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	85%	Nearly Met	With our new Policy Advisor position, we hope to identify new criminal justice reforms and best practices that can be shared during public meetings and technical assistance sessions so that we are sharing new information with partners that increases their knowledge.
Number of research and analytical reports that informed policies or practices	Up is Better	6	8	4	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5	Met	

Workload Measures

Measure	FY 2020	FY 2021	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022
Number of Justice Statistics Analysis Tool (JSAT) training sessions conducted	0	0	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Number of security-related information sessions conducted	0	3	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1
Average number of hits per month on the New Psychoactive Substances (NPS) Database	0	9.3	0	0	0	0	0
Number of training and technical assistance events conducted	1	6	1	1	1	0	3
Number of public meetings held	5	1	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2
Average number of agencies that participated in committee and workgroup meetings	9.1	9.5	9.7	9.5	10.8	10	10

Workload Measures (continued)

Measure	FY 2020	FY 2021	FY 2022 Q1	FY 2022 Q2	FY 2022 Q3	FY 2022 Q4	FY 2022
Number of multi-agency efforts supported by committees and workgroups	10	18	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15
Number of juvenile facilities visited by the Compliance Monitor	14	10	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15
Number of JUSTIS training sessions conducted	21	30	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15
Number of briefings and presentations CJCC provided to partner agencies and other stakeholders pertaining to completed research and analytical reports	31	44	14	11	16	5	46
Number of people who participated in training and technical assistance events	57	482	60	89	45	0	194
Average number of hits per month on the Resource Locator	57.5	49.3	38.3	141	75	53	76.8
Number of JUSTIS audits conducted (agencies audited)	60	59	0	30	30	0	60
Number of research and analytical products completed to help inform efforts across CJCC priority areas	189	212	Annual Measure	Annual Measure	Annual Measure	Annual Measure	193
Number of committee and workgroup meetings conducted	196	156	39	36	40	38	153
Number of people who attended the public meetings	379	112	Annual Measure	Annual Measure	Annual Measure	Annual Measure	224

**CJCC CONTRACTS, GRANTS AND LEASES
(FY 2022 AND FY 2023, to date)**

**CJCC CONTRACTS, GRANTS AND LEASES
(FY 2022 AND FY 2023, to 2.7.2023)**

PO CONTRACTS (FY 2022)									
CONTRACT NUMBER	VENDOR NAME	CONTRACT NATURE/END PRODUCT/SERVICE	CONTRACT AMOUNT	AMOUNT SPENT (to date)	TERM	PROCUREMENT METHOD	CONTRACT MONITOR	FUNDING SOURCE	PUBLIC AVAILABILITY
PO651632	Enlightened	FY 2021 Balance (re CJCC Information Technology Development Services Contract)(Base Year)(FY 2021)(ENL)	\$176,560.00	\$169,600.00	10.1.2021 to 4.5.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local	Yes
PO650940	Mindcubed, LLC	Continuation of PO638587 (re IT Consultant - JSAT Development Continuation)(FY 2021 - OY1)(Mindcubed, LLC)	\$49,894.40	\$49,894.40	10.1.2021 to 1.15.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local	Yes
PO651004-V2/ CW93984	Mindcubed, LLC	Continuation of CW93984/ PO648058 [re Information Technology Strategic Plan (JUSTIS)(FY 2021 - OY1)(Mindcubed, LLC)	\$56,575.70	\$56,575.70	10.1.2021 to 12.31.2021	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local	Yes
PO650903-V3/ CW93458	Keisler Social & Behavioral Research	Continuation of CW93458/ PO647347 (re Ready Center Services Assessment (FY 2021)(KeislerSBR)	\$147,750.74	\$124,510.10	8.26.2021 to 9.30.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local & Grant	Yes
PO654659/ CW95398	Enterprise Risk Management, Inc. (dba ERMPProtect)	Information Technology Penetration Testing SOW (JUSTIS)(FY 2022)	\$20,250.00	\$20,250.00	11.16.2021 to 2.25.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local	Yes
PO657190/ CW93501	DC Policy Center	Revitalization Act Study (FY 2022)	\$96,313.00	\$95,257.06	12.20.2021 to 12.20.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local & Federal	Yes
PO651028	National Institute for Criminal Justice Reform	Comprehensive Plan to Reduce Gun Violence (FY 2022)(NICJR)	\$65,000.00	\$65,000.00	10.5.2021 to 3.31.2022	Sole Source	RYJackson/ Monthly Monitoring	Federal	Yes
PO651523-V2	Obverse Corp., Inc.	Web Server and Hosting Services (re Resource Locator and JSAT)(FY 2022)	\$9,600.00	\$9,600.00	10.1.2021 to 9.30.2022	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes
PO655205-V2	Senoda, Inc.	2021 CJCC Annual Report Publication (FY 2022)	\$13,750.00	\$9,380.00	1.26.2022 to 3.10.2022	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes
PO653639-V2	CDW- Government, Inc.	Azure DevOps Subscription (JUSTIS Software)(FY 2022)	\$1,716.00	\$225.79	11.1.2021 to 9.30.2022	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO CONTRACTS (FY 2022)									

CONTRACT NUMBER	VENDOR NAME	CONTRACT NATURE/END PRODUCT/SERVICE	CONTRACT AMOUNT	AMOUNT SPENT (to date)	TERM	PROCUREMENT METHOD	CONTRACT MONITOR	FUNDING SOURCE	PUBLIC AVAILABILITY
PO654655	CDW- Government, Inc.	Microsoft Exchange Email Licenses (CJCC Software)(FY 2022)	\$314.96	\$314.96	121.1.2021 to 11.30.2022	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO655513	CDW- Government, Inc.	Power BI Pro Licenses Renewal (JSAT Software)(FY 2022)	\$182.86	\$182.86	12.1.2021 to 11.30.2022	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO658226- V2/ CW76861	Mindcubed, LLC	IT Consultant - JSAT Development Continuation)(FY 2022 - OY2)(Mindcubed, LLC)	\$150,000.00	\$150,000.00	1.16.2022 to 1.15.2023	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO662237/ CW89609	Enlightened, Inc.	CJCC Information Technology Development Services Contract)(OY1)(FY 2022)(ENL)	\$170,000.00	\$159,360.00	4.6.2022 to 4.5.2023	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO663256- V2	Software Information Resource	Box Licenses and Technical Support (CJCC Software)(FY 2022)	\$8,718.20	\$8,718.20	6.1.2022 to 6.1.2023	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Federal	Yes
PO663883	Public Performance Management	JUSTIS Disaster Recovery Server Replacement Project (FY 2022)	\$43,322.74	\$43,322.74	5.1.2022 to 5.1.2025	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes
PO668426	Keisler Social & Behavioral Research	DOC and CJCC Reentry Grant Project (FY 2022)	\$115,490.86	\$973.93	8.3.2022 to 9.30.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local & Grant	Yes
PO666047/ RK214918	SupreTech, Inc.	Dell OptiPlex 5000 Small Form Factor PC (CJCC Hardware, Maintenance and Technical Support)(FY 2022)	\$1,607.10	\$1,607.10	7.1.2022 to 6.30.2025	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes
PO666059/ RK214202	Public Performance Management	Adobe Acrobat Pro 2020 (CJCC Software)(FY 2022)	\$9,699.00	\$9,699.00	N/A	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes
PO666901	AVID Systems, LLC	Dell PowerEdge R650 Server - JUSTISSQLMPD (JUSTIS Hardware, Maintenance and Technical Support)(FY 2022)	\$10,671.98	\$10,671.98	8.1.2022 to 7.31.2025	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Federal	Yes
PO668424- V2	Health IT 2 (dba Codice)	JUSTIS Security and Privacy Assessment (FY 2022)	\$24,999.00	\$24,999.00	8.17.2022 to 9.23.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Federal	Yes
PO667519	MB Staffing Services, LLC	Temporary Support Services - General Clerk I (FY 2022)	\$3,847.20	\$3,109.82	3 weeks	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Federal	Yes
PO668044	Avid Systems, LLC	Splunk Cloud License and Support (JSAT Hardware)(FY 2022)	\$8,331.18	\$8,331.18	8.1.2022 to 7.31.2023	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes

PO CONTRACTS (FY 2022)									
PO668749	Microsoft Corp.	Microsoft Enterprise Support Services Contract (FY 2022)	\$70,578.00	\$70,578.00	8.22.2022 to 8.21.2023	Sole Source	RYJackson/ Monthly Monitoring	Federal	Yes
PO672113	Avid Systems, LLC	Splunk Cloud Subscription, Maintenance and Technical Support (JUSTIS)(FY 2022)	\$7,340.63	\$7,340.63	9.1.2022 to 8.31.2023	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Federal	Yes
PO CONTRACTS (FY 2023)									
CONTRACT NUMBER	VENDOR NAME	CONTRACT NATURE/END PRODUCT/SERVICE	CONTRACT AMOUNT	AMOUNT SPENT (to date)	TERM	PROCUREMENT METHOD	CONTRACT MONITOR	FUNDING SOURCE	PUBLIC AVAILABILITY
PO674699/ CW89609	Enlightened, Inc.	FY 2022 Balance (CJCC Information Technology Development Services Contract)(OY1)(FY 2023)	\$162,800.00	\$53,760.00	10.17.2022 to 4.5.2023	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO675316/ CW76861	Mindcubed, LLC	FY 2022 Balance (IT Consultant - JSAT Development Continuation)(OY2)(Mindcubed, LLC)	\$49,894.00	\$49,894.00	10.24.2022 to 1.15.2023	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO674529	Obverse Corp.	Web Server and Hosting Services (re Resource Locator and JSAT)(FY 2023)	\$9,600.00	\$3,200.00	10.13.2022 to 9.30.2023	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes
PO677454	3 Heads Creative, LLC	2022 Annual Report Editing, Design and Layout SOW (FY 2023)	\$6,900.00	\$0.00	11.18.2022 to 2.10.2023	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Local	Yes
PO676123	CDW- Government	Azure DevOps Subscription Services (JUSTIS Software)(FY 2023)	\$1,716.00	\$0.00	11.2.2022 to 9.20.2023	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO677742	CDW- Government	Power BI Pro Licenses (JSAT Software)(FY 2023)	\$182.86	\$182.86	11.23.2022 to 11.30.2023	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO677616	CDW- Government	Microsoft Mailbox Licensing with Advanced Threat Protection (CJCC Software)(FY 2023)	\$344.20	\$344.20	11.22.2022 to 11.30.2023	Sole Source	RYJackson/ Monthly Monitoring	Local	Yes
PO677804/ CW93501	DC Policy Center	Continuation of Revitalization Act Study (FY 2022 and FY 2023)	\$2,111.89	\$2,111.89	11.28.2022 to 12.19.2022	Competitive Sealed Proposal (RFP)	RYJackson/ Monthly Monitoring	Local	Yes
PO678360	The Triage Group, LLC	Okta Multi-Factor Authentication and Directory Tool (JUSTIS Software)(FY 2023)	\$57,289.95	\$57,289.95	12.2.2022 to 11.30.2023	Competitive Sealed Bid (IFB)	RYJackson/ Monthly Monitoring	Federal	Yes
PO682893	NICJR	Technical Assistance to Replicate the Gun Violence Problem Analysis (FY 2023)	\$75,000.00	\$0.00	2.7.2023 to 9.30.2023	Sole Source	RYJackson/ Monthly Monitoring	Grant	Yes

GRANTS (FY 2022)									
PO650903-V3/ CW93458	DOJ BJS	Continuation of CW93458/ PO647347 (re Ready Center Services Assessment (FY 2021))(KeislerSBR)	\$150,000.00	\$124,510.10	10.1.2021 to 9.30.2022	Competitive Sealed Proposal (RFP)	Monthly Staff Monitoring	Grant	Yes
PO668426	DOJ BJS	DOC and CJCC Reentry Grant Project	\$111,000.00	\$973.93	10.1.2021 to 9.30.2022	Competitive Sealed Proposal (RFP)	Monthly Staff Monitoring	Grant	Yes
RK210814	DOJ BJS	COVID-19 Impact Analysis on Justice System Operations and Technical Assistance (FY 2022)	\$75,000.00	\$0.00	10.1.2021 to 9.30.2022	Sole Source	Monthly Staff Monitoring	Grant	N/A
N/A	OVSJG	Compliance Monitor Sub-Grant	\$64,023.19	\$61,524.41	10.1.2021 to 9.30.2022	N/A	Monthly Staff Monitoring	Grant	N/A
GRANTS (FY 2023)									
PO682893	DOJ BJS	Technical Assistance to Replicate the Gun Violence Problem Analysis (FY 2023)	\$75,000.00	\$0.00	10.1.2021 to 9.30.2022	Sole Source	Monthly Staff Monitoring	Grant	N/A
N/A	OVSJG	Compliance Monitor Sub-Grant	\$89,999.41	\$0.00	10.1.2021 to 9.30.2022	N/A	Monthly Staff Monitoring	Grant	N/A
LEASES (FY 2022 and FY 2023)									
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

CJCC CONTINUITY OF OPERATIONS PLAN
(last updated September 2022)

CONTINUITY OF OPERATIONS (COOP) PLAN

Criminal Justice Coordinating Council
CJCC/JUSTIS



September 30, 2022

Developed in partnership with:



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WARNING: This document is an operation plan for incidents affecting CJCC. It is CONFIDENTIAL and FOR INTERNAL USE ONLY. The material contained in this document is protected from disclosure under the District of Columbia Freedom of Information Act, D.C. Code § 2-534, (a) (10), and is NOT FOR PUBLIC INSPECTION by any person or governmental unit. Release of this document to unauthorized individuals is strictly prohibited.

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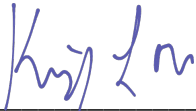
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Director Signature Page

To: CJCC Personnel
From: Kristy Love, Interim Executive Director
Date:
Subject: Criminal Justice Coordinating Council (CJCC) Continuity of Operations Plan

I hereby authorize the use of the following Continuity of Operations (COOP) plan as the operational plan for responding to emergencies within CJCC.

The information contained in this document is confidential. The disclosure of some or all of the information in this plan could compromise the safety and privacy of CJCC personnel and the security of CJCC essential equipment, services, and systems. Therefore, disclosure is strictly prohibited. The contents are not to be disclosed or duplicated, in whole or in part, without the consent of my designee or myself. This document contains personal and sensitive information and its use is for emergency response and recovery purposes only.


Executive Director
box SIGN 1JYW5K94-19P93K64

Oct 18, 2022

Date

Executive Summary

FULFILLMENT of MISSION

Under all circumstances, the Criminal Justice Coordinating Council (CJCC) must fulfill its mission to share mission critical data, documents, images, and transactions in real-time, quickly securely and accurately. While the impact of a crisis on CJCC itself cannot be predicted, planning for operations under such conditions can reduce the impact of the emergency on its people, facilities, and mission and help CJCC perform its essential functions.

PERFORMANCE of ESSENTIAL FUNCTIONS

This Continuity of Operations (COOP) Plan provides for resuming and sustaining essential functions as soon as possible during and after a localized, District-wide, or catastrophic emergency affecting the Criminal Justice Coordinating Council (CJCC). The COOP plan enables CJCC to resume essential functions as soon as possible after the emergency event and to sustain them for up to 30 days.

ACTIVATION

The CJCC Executive Director has the authority to activate this COOP plan. As soon as emergency response personnel have minimized injury, loss of life, and property damage to CJCC, this COOP plan should be implemented.

NOTIFICATION and RELOCATION

If the CJCC Executive Director decides to activate the COOP plan, due to reduced operational capacity, or if a CJCC primary facility becomes unavailable, a message of the COOP plan activation will be disseminated through the usual chain of command. The Deputy Director and Chief Information Officer are responsible for ensuring that all CJCC personnel are aware of the COOP plan activation.

COOP PERSONNEL

This COOP plan identifies COOP personnel within CJCC who are responsible for carrying out Essential Functions. COOP personnel will work remotely to carry out Essential Functions, should their primary facility become unusable. Non-COOP personnel are expected to remain in a safe location and await further instructions from their supervisors.

ORDER OF SUCCESSION

The CJCC will implement the following Order of Succession for its executive leadership:

1. Kristy Love

The CJCC will implement the following Order of Succession for JUSTIS

- 1. Marc Irlandez**
- 2. Colleen Moses**

ALTERNATE FACILITIES

Should the CJCC's primary facility become unusable or inaccessible, [CJCC's COOP personnel will be authorized to work from remote locations.

Primary Division Facility	Alternate Facility
One Judiciary Square, 441 4 th Street, NW, Suite 715N, Wash., DC 20001	N/A

RECONSTITUTION

Once CJCC is able to resume normal operations and the primary facility have been restored to operational capacity, each division will reconstitute. The Executive Director, or her designee, will decide, based on the circumstances, the order, and schedule of the return to normal operations. If the facility cannot become operational, CJCC personnel will be authorized to work from remote locations until a viable permanent location is determined.

EXERCISES and MAINTENANCE

This COOP Plan is a living document; thus, staff must perform training and exercises on the plan and its contents to keep it current and effective. This plan identifies a timeline and entities that must perform this maintenance regularly.

QUESTIONS?

Khalil Munir, COOP Coordinator, is responsible for coordinating the implementation of this COOP plan. Should you have questions regarding any aspect of this plan, please contact:

Khalil Munir
khalil.munir@dc.gov
202 442-4962

Emergency Response Decision Matrix

Facility or Environmental incident occurs.

BUILDING EMERGENCY RESPONSE PLAN IS ACTIVATED

1. Onsite staff calls 911, if necessary.
2. Onsite staff implements CJCC's Emergency Response Plan (e.g. evacuation plans or shelter-in-place), dependent on the nature of the incident. (SEE ATTACHED EMERGENCY RESPONSE PLAN)
3. Onsite staff notifies Executive Director and/ or Deputy Director.

Will the incident close the facility or affected area for an extended period?

YES

NO

EXECUTIVE DIRECTOR OR SUCCESSOR ACTIVATES THE COOP PLAN

(For details, refer to "Phase I – Activation" section of the COOP plan)

1. Executive Director consults advisors and other personnel with knowledge of the incident.
2. Determine likely impact on operations.

COOP PLAN IS NOT ACTIVATED

Resume normal operations after all clear is given for reentry of facility or affected area.

EXECUTIVE DIRECTOR OR DESIGNEE INITIATES NOTIFICATION PROCEDURES TO ALERT PERSONNEL OF COOP PLAN ACTIVATION

1. Leadership personnel notify everyone within their area of responsibility.
2. Agency notifies external partners, as appropriate.
3. Agency notifies HSEMA of incident and COOP plan activation.

CARRY OUT ESSENTIAL FUNCTIONS

(For details, refer to "Phase II – COOP Operations" section of the COOP plan on information regarding essential functions, critical processes, orders of succession, vital records, vital equipment, and alternate facilities)

1. Carry out only Essential Functions for the duration of COOP plan activation.
2. Suspend all non-Essential functions for duration of the COOP plan activation.
3. COOP Personnel carry out Essential Functions. Non-COOP Personnel await further instructions.
4. Update agency Personnel and HSEMA, and partners throughout the event, as appropriate.

Has the primary facility been deemed safe for reoccupation and suitable for normal operations?

YES

NO

RECONSTITUTE

(For details, refer to information in "Phase III – Recovery" within the COOP plan)

1. Executive Director implements reconstitution procedures.
2. Leadership notifies all personnel within their areas of responsibility that COOP plan activation has ended.
3. All personnel (both COOP and non-COOP) return to their primary facilities,
4. Resume normal operations.
5. Agency prepares After-Action Report.
6. Update COOP plan, if necessary.

MAINTAIN COOP ACTIVATION

1. Continue COOP plan activation.
2. Continue performing only essential functions until the incident has ended.

Introduction

The CJCC is an independent agency within the District of Columbia. CJCC's mission 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.

In light of the necessity for continuity of CJCC's essential function, JUSTIS, this COOP plan has been developed. which supports CJCC's Emergency Response Plan? The information contained within this COOP plan is relevant for CJCC personnel and contractors, as it provides the guidance they will follow during an event that affects the agency's ability to function. The information contained within the COOP Plan is available only to personnel with a need to know, such as those employees who would respond to a COOP team deployment, and other key District, and federal government personnel deemed necessary to know.

Purpose

The purpose of establishing a COOP plan for CJCC is to ensure the continuity of the agency's essential organizational functions after a disaster. The plan is an "all-hazards" plan, meaning it will allow the agency to continue its essential functions after any type of emergency, large or small. The key purposes of this COOP plan are to:

1. Ensure continuous performance of and mitigate disruptions to essential functions and operations
2. Identify COOP personnel responsible for carrying our Essential Functions
3. Ensure the succession of CJCC leadership, if required, on a temporary basis, and maintain or re-establish control and direction of JUSTIS;
4. Identify Vital Records, Databases, Systems and Equipment needed to carry out Essential Functions
5. Achieve a timely and orderly recovery from the emergency and resumption of normal operations.

Applicability and Scope

The provisions of this COOP plan are applicable to the entire agency.

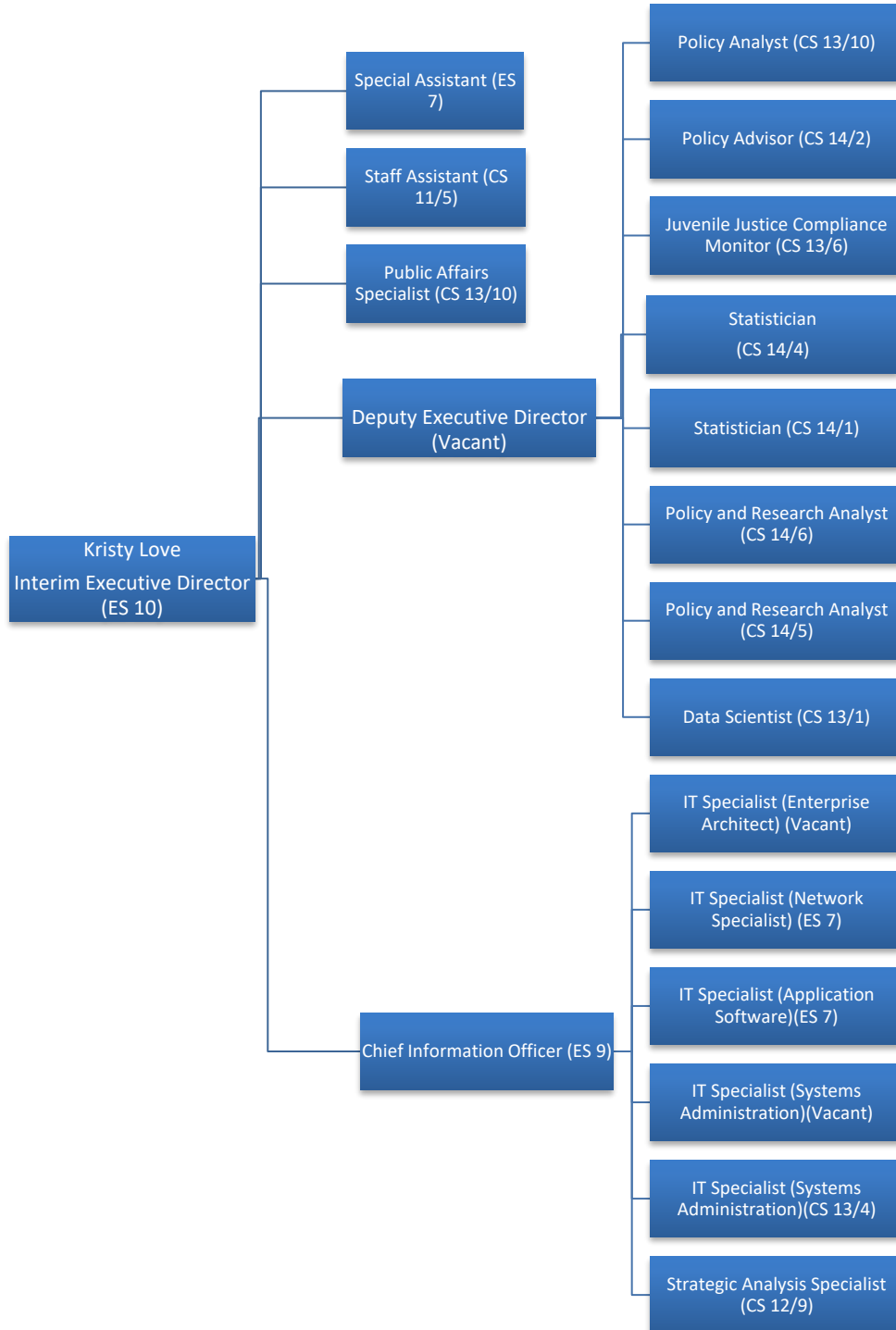
This plan applies to all manmade and natural emergencies and threats. The plan provides for resuming the CJCC's Essential Functions as soon as possible after an emergency and sustaining these functions for a period of up to 30 days.

In addition, this plan addresses the issues related to recovery after COOP activation and provides detailed plan maintenance procedures.

How to Use This Plan

The plan is organized into three major sections which are labeled **Phase I: Activation; Phase II: COOP Operations; and Phase III: Recovery**. Following these sections is a section on **Exercise and Maintenance of COOP Plan**. The Plan concludes with an **Appendix**.

Agency Organizational Chart



Concept of Operations

The District of Columbia has adopted five operation levels to classify the estimated impact of an emergency event on the operations of the District government. To determine an operational level, the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) makes an initial determination of emergency event impact. As information about an incident is gathered and the situation is better understood, the level may be modified.

OPERATION LEVEL 1: Level 1 is the nominal posture of District agencies as they carry out daily activities, in the absence of an emergency, to ensure readiness. During the course of normal operations, agencies are engaged in preparedness, training, and exercise activities to ensure continual readiness.

Actions:

- Review/update agency emergency plans.
- Check emergency equipment and supplies.
- Train personnel and conduct drills.

OPERATION LEVEL 2: Level two is triggered by a small event or the potential for a small event requiring the response of a few District agencies. A level two event would consist almost entirely of field operations and command without an area command supporting the event at the Emergency Operations Center.

Examples:

- Two-alarm fire.
- Severe weather watch (e.g. tornado, snow, thunderstorm, flash flooding etc.).
- Minor civil unrest with minor incidents.

Actions:

- HSEMA provides regular status alerts on the threats.
- Agencies review their emergency plans.
- Agencies check emergency equipment and supplies.
- Work shifts of emergency crews may need to be extended.

OPERATION LEVEL 3: Level three is typically triggered by an event or threat that requires most or all District agencies to respond or prepare to respond to a localized event that threatens life, property, or the environment. A level three event consists almost entirely of field operations and command without an area command supporting the event at the Emergency Operations Center.

Examples:

- Severe weather.
- Special event or demonstrations.
- HAZMAT response for a small population.

Actions:

- HSEMA provides regular status alerts.
- HSEMA alerts those District agencies and ESFs that would need to take action if the event or threat escalates.

OPERATION LEVEL 4: Level four is triggered by highly probable hazardous conditions and a strong potential for property damage or loss of life. A level four event or threat could have regional implications and might stretch the District's resources.

Examples:

- Significant power outage.
- Major snow event.

Actions:

- All ESF primary agencies are notified.
- The EOC is activated and staffed with HSEMA personnel and the necessary ESF representatives.

OPERATION LEVEL 5: Level five is triggered by highly probable hazardous conditions that are imminent or occurring. A level five event is likely to have regional implications and will likely require a request for regional or federal resources to support the District's response.

Examples:

- Terrorist incident.
- Hurricane force winds and flooding.

Actions:

- The EOC is on full activation with 24-hour staffing by HSEMA personnel and all necessary ESF Liaison Officers.
- All primary and support agencies under the District Response Plan are notified.
- A full activation of the Consequence Management Team is required.

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PHASE I ACTIVATION

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Activation and Notification Procedure

This section provides the overview of how individuals within CJCC will be notified that the COOP plan has been activated.

Please note that COOP implementation occurs only after the response to emergency has been initiated and the situation has been stabilized. For details on emergency response, please refer to relevant CJCC policies on building evacuation, designated assembly areas, shelter-in-place, etc.

The CJCC Executive Director has the authority to activate the COOP plan.

A COOP plan activation communication will come down the CJCC chain of command. The Deputy Director and CIO will be responsible for ensuring that personnel are aware of the COOP plan activation.

All available technologies and methods will be used to alert CJCC personnel of a COOP plan activation, including:

- Email/ Text Messages (via agency issued PDAs)
- Phone calls to agency issued PDAs and personal cell phones
- Face to face communication

Once all CJCC personnel are notified of the COOP activation, only the essential function, JUSTIS will be performed. All non-essential functions will be suspended until operational capacity allows for their resumption.

Additionally, COOP personnel will be authorized to work from remote locations should their primary place of work be unusable.

All non-COOP personnel are expected to remain in a safe location and be available to receive communications and instructions from their supervisors. Non-COOP personnel may be called on to support COOP personnel in supporting JUSTIS.

COOP Personnel

- **Persons designated as COOP Personnel are responsible for carrying out Essential Functions during a COOP activation.**
- **Personnel not on this list would report home during a COOP activation and await further instructions.**

CJCC's COOP Personnel are as follows:

Executive Leadership

Title	Name	Contact Information
Interim Executive Director	Kristy Love	202 442-7739 (O) 202 674-8944 (Office Cell) 202 -236-0453 (Personal Cell)
Deputy Director	Kristy Love	202 442-7739 (O) 202 674-8944 (Office Cell) 202 -236-0453 (Personal Cell)

JUSTIS Staff

Title	Name	Contact Information
Chief Information Officer	Marc Irlandez	202 727-7862 (O) 202 286-5744 (Office Cell) 202 368-4619
Enterprise Architect	Vacant	
System Engineer	Colleen Moses	202 442-4967 (O) 202 251-6783 (Office Cell) 202 744-2114 (Personal Cell)

Contracts/Procurement Staff

Title	Name	Contact Information
Special Assistant	Robin Jackson	202 727-7057 (O) 202 355- 4682 (Office Cell) 202 484-1903 (Personal Cell)

Relocation Procedure

Should primary facilities become damaged or inaccessible, the JUSTIS personnel will be authorized to work from remote locations

PHASE II COOP OPERATIONS

Essential Functions

Definition: Essential Functions are agency functions that may not be interrupted or deferred by an emergency. The COOP plan allows the agency to resume Essential Functions as soon as possible and maintain them for up to 30 days, following an emergency.

The CJCC's Essential Function is listed below:

JUSTIS Staff

Essential Function	RTO	Functional Analysis	Personnel Requirements
JUSTIS		<ul style="list-style-type: none"> • District's Integrated Justice Information System 	<ul style="list-style-type: none"> • Remote access to OCTO's DR Site
			<ul style="list-style-type: none"> • Computer/ laptop

Contracts/Procurement Staff

Title	Name	Contact Information
Special Assistant	Robin Jackson	202 727-7057 (O) 202 355- 4682 (Office Cell) 202 484-1903 (Personal Cell)

Orders of Succession

DEFINITION: The Order of Succession establishes an automatic transfer of leadership authority from a primary position holder to a successor should the primary position holder become unavailable or incapacitated.

The CJCC's orders of succession are listed below.

EXECUTIVE LEADERSHIP

Position	Successor 1	Successor 2	Triggers that activate successor's authority	Limitations on successor's authority	How and when is successor's authority terminated?
Interim Executive Director Kristy Love	Deputy Director Kristy Love		Absence, Incapacitation, State-of-Emergency	Contracting/ Budget Authority	Notification from the Executive Director

JUSTIS STAFF

Position	Successor 1	Successor 2	Triggers that activate successor's authority	Limitations on successor's authority	How and when is successor's authority terminated?
Chief Information Officer Marc Irlandez	Enterprise Architect (Vacant)	System Engineer Colleen Moses	Absence, Incapacitation, State-of-Emergency	Provision of system access to users	Notification from the Chief Information officer.

Communications

Definition: Communication is the act of gathering and verifying information to notify employees and the public of COOP activation and ensure that leadership has accurate information on which to base decisions.

This section identifies the personnel who are responsible for disseminating consistent and accurate information to external stakeholders.

The section also identifies emergency communications equipment that will be used by CJCC personnel to communicate during an emergency.

Communications Objectives:

1. Provide up-to-date information about the effect of the emergency on CJCC operations.
2. Provide current information on revised or amended CJCC processes and procedures. Inform the public where necessary. Respond to rumors with accurate information.

The CJCC Executive Director or Deputy Director should handle all inquiries from the mass media and the public, unless the CJCC Executive Director provides instructions to the contrary. This will ensure that the public message is consistent and accurate.

Emergency Communications Equipment

Emergency Communications Equipment is equipment that may be used to communicate during an emergency. Communications with all stakeholders will be necessary, but may not be available through regular means. Emergency communications equipment should be interoperable and redundant.

Emergency communication equipment must be maintained and tested regularly prior to an emergency occurring. During an emergency, CJCC personnel must be ready and able to utilize the equipment to communicate.

Pre-Emergency

- Program emergency communications equipment with phone numbers of key internal and external contacts, where possible.
- Train COOP personnel on use of the devices.
- Keep all equipment charged and change batteries regularly, if necessary.

During Emergency

- All CJCC personnel must be prepared to receive communications at any time.
- Individuals assigned communications equipment tune to the assigned channel to communicate.
- Use plain language to describe the situation in order to avoid confusion.

The following communication equipment may be used during an emergency:

- Agency Issued PDAs As applicable, 800 MHZ Radio

Vital Records, Databases, & Systems

Definition: Vital records, databases, & systems are records, databases, or systems, regardless of media (paper, microfilm, audio or video tape, computer disks, etc.) that, if damaged or destroyed, would disrupt CJCC’s essential functions, cause considerable inconvenience, and require replacement or re-creation at considerable expense.

The CJCC’s vital records, databases, and systems are listed below:

EXECUTIVE LEADERSHIP

Name of Vital Record, Database, or System	Location	Format(s) (E.g. paper, electronic, etc.)	Backup Method	Accessible Remotely?	Transported by hand to the alternate facility?	Support/Vendor
Box	CJCC’s Office, 441 4 th Street, NW, Suite 715N Washington, DC 20001	Electronic	External hard drive	No	No	In-house IT Staff

JUSTIS Staff

Name of Vital Record, Database, or System	Location	Format(s) (e.g. paper, electronic, etc.)	Backup Method	Accessible Remotely?	Transported by hand to the alternate facility?	Support/Vendor
JUSTIS	Servers @ OUC, 2720 Martin King Jr., Ave, SE, Washington, DC	Electronic	Disaster Recovery Site established, 12100 Sunrise Valley Drive, Reston, VA	Yes	N/A	OCTO

Vital Equipment

Definition: Vital equipment is equipment that is required to carry out Essential Functions. If the equipment were damaged or destroyed, it would significantly disrupt CJCC essential functions and require replacement at considerable expense.

Vital Equipment for the CJCC is listed below:

Name of Vital Equipment	Quantity Required	Location	Transported by hand to the alternate facility?	Required Resources	Proposed Alternate Equipment	Support/Vendor
JUSTIS hardware and software		OUC Server Room Facility (2720 Martin King Jr., Ave, SE, Washington, DC)	No	CJCC IT essential staff	N/A	OCTO
JUSTIS Disaster Recovery Site hardware and software		OCTO CoreSite (12100 Sunrise Valley Drive, Reston, VA)	No	CJCC IT essential staff	N/A	OCTO

Alternate Facilities

Definition: An Alternate Facility is a pre-screened and pre-approved location, other than the primary facility, used to conduct essential functions in the event that the primary facility is unavailable.

The Alternate Facilities for the CJCC is described below:

Division	Primary Facility	Alternate Facility
IT	CJCC's Office, 441 4th Street, NW, Suite 715N Washington, DC 20001	N/A

Telework

In the event of a COOP, CJCC may operate from the agency's primary location or staff may conduct essential functions remotely.

PHASE III RECOVERY

Recovery

Definition: Recovery is the process by which an agency resumes all operational functions. After the threat or disruption subsides, each office will need to transition back to pre-event status.

Recovery actions will include:

1. Returning the office to pre-incident work levels; and
2. Assessing the COOP activation response and documenting the lessons learned.

Procedures:

Recovery procedures will commence when the Executive Director ascertains that the emergency has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation.

1. Continue to have COOP personnel operate the JUSTIS DR site for up to thirty (30) days.

Begin an orderly return to CJCC facilities and reconstitute full operations. The order to enter or reoccupy a primary facility will be issued once the Executive Director, or designee, has received a confirmation of safety from safety officials.

The Chief Information Officer will oversee the orderly resumption of all JUSTIS functions. He will oversee the messaging informing staff of orders to return to work at the restored facility. Information will also be distributed on hours of operations, work assignments and other pertinent information regarding recovery.

Recovery Checklists:

Personnel Issues: Recovery may include the following personnel issues:

- Defusing on-scene stress management;
- The need to quickly recruit, screen and hire temporary or permanent workers;
- Unforeseen demands on the District of Columbia to fund medical, leave and pension funds; and
- Additional training and supervision.

Equipment and Supplies: Restocking and rehabilitating emergency resources after deployment is critical to returning JUSTIS to its pre-COOP activation status. This may include:

- Returning the equipment and supplies to pre-incident readiness;
- Replacing lost, stolen or damaged equipment;
- Re-outfitting supply caches and response kits;
- Dealing with sensitive or proprietary items; and
- Investigating and documenting property loss.

Reimbursement: Processes and procedures must be in place to ensure that resource providers are reimbursed in a timely fashion, including mechanisms for:

- Providing documentation required and fulfilling other requirements for reimbursement
- Validating costs against the scope of work; and
- Ensuring that the proper authorities are involved

EXERCISE AND MAINTENANCE OF COOP PLAN

Exercise and Maintenance of COOP Plan

Exercises are a variety of simulated disasters designed to keep this plan viable. The exercise portion of a plan may call for activation several times throughout a year to evaluate the state of readiness of the District government to respond to differing incidents.

The Homeland Security Exercise and Evaluation Program (HSEEP) defines seven types of exercises, each of which is discussions-based or operations-based.

Discussions-based exercises familiarize participants with current plans, policies, agreements, and procedures, or may be used to develop new plans, policies, agreements, and procedures. Types of discussion-based exercises include:

- **Seminar.** A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).
- **Workshop.** A workshop resembles a seminar, but is employed to build specific products, such as a draft plan or policy (e.g., a Training and Exercise Plan Workshop is used to develop a Multi-year Training and Exercise Plan).
- **Tabletop exercise (TTX).** A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.
- **Game.** A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedure designed to depict an actual or assumed real-life situation.

Operations-based exercises validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment. Operations-based exercises include:

- **Drill.** A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity (e.g., a fire department conducts a decontamination drill).
- **Functional exercise (FE).** A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g., emergency operation center, joint field office, etc.). A functional exercise does not involve any "boots on the ground" (i.e., first responders or emergency officials responding to an incident in real time).
- **Full-Scale Exercise (FSE).** A full-scale exercise is a multi-agency, multi-jurisdictional, multidiscipline exercise involving functional (e.g., joint field office, emergency operation centers, etc.) and "boots on the ground" response (e.g., firefighters decontaminating mock victims).

Training: To maintain a viable Plan, it is vital to train and educate employees about the plan and its activation. In order for employees to understand their responsibilities during activation, it is necessary to conduct formal trainings on a regular basis. Trainings also should be provided at any new employee orientations.

Multiyear Strategy and Program Management Plan (MYSMP): A plan that defines long-term goals for improving and managing the COOP plan. The MYSMP should include:

- A reference to the general COOP planning requirements.
- A description of the elements that ensure a viable COOP capability.
- Identification of the resources required to establish each element.
- Discussion of organization-specific management and policy issues (e.g., resource requirements, internal policies).
- A schedule for establishing COOP capability and plan approval.
- An endorsement sheet signed by the agency leader.
- The budget required to accomplish the strategy.

Life cycle of plan

The COOP plan follows a life cycle by which it is constantly being evaluated and updated. The plan will lose its usefulness if it becomes outdated.



Maintenance and Planning Responsibilities

To ensure that the COOP plan remains current, the CJCC will be responsible for updating certain sections of the plan and conduct any related tests and maintenance. The required actions and responsible entities are identified below:

Action	Tasks	Responsible Position	Frequency
Train new staff	1. Include COOP information in new employee orientation	Emergency Liaison Officer	Staff Onboarding
Review and update all plan sections, as necessary	1. Review each section of the plan for accuracy 2. Incorporate lessons learned from real-life activations and from training and exercises	Emergency Liaison Officer	Quarterly
Plan and conduct exercises	1. Conduct internal COOP exercises 2. Test Vital equipment and Vital records backup strategies	Emergency Liaison Officer	Annually
Monitor and maintain vital records and vital equipment	1. Monitor volume of materials 2. Assist staff with updating/removing files	Deputy Director Chief Information Officer	As needed
Test Alternate Facilities	1. Check all systems 2. Verify accessibility 3. Cycle supplies and equipment	Chief Information Officer	Semi-Annually

Plan Distribution and Plan Storage

The COOP plan must be accessible to all personnel. It will be distributed as indicated below:

Level of COOP Plan Distributed	Designated Personnel
Complete CJCC's COOP plan with all personnel contact information (work and home) and attachments included.	Executive Director Deputy Director
CJCC's COOP plan with all personal contact information redacted.	All [AGENCY] personnel

The latest version of the COOP Plan will be stored in the following locations:

- Offices of the CJCC Executive Director, Deputy Director, and Chief Information Officer
- SharePoint for viewing by all CJCC personnel
- The homes of all personnel with ICS, EOC, and Crisis Management Team roles.

SECURITY NOTICE REMINDER

The COOP plan contains confidential and sensitive information. When determining the proper storage location, particularly with regards to off-site storage, remember that the COOP plan should be accessible, but secure.

APPENDIX

Appendix A: Authorities

This COOP plan has been drafted pursuant to the following local and federal laws applicable in an emergency:

DISTRICT OF COLUMBIA

1. Mayor's Order 2012-61, April 27, 2012, Continuity of Operations Planning.
2. District of Columbia Public Emergency Act of 1980, D.C. Official Code § 7-2301 *et seq.*, Public Emergencies (2001).
3. D.C. Official Code § 1-1401 *et seq.* (2001).
4. D.C. Official Code § 7-2201 *et seq.*, Civil Defense Declaration of Intent, (1950), *amended by* Homeland Security, Risk Reduction, and Preparedness Amendment Act of 2006.
5. D.C. Official Code § 7-2209, Civil Defense Compacts (1950).
6. District of Columbia Anti-Terrorism Act of 2002, D.C. Official Code § 22-3151 *et seq.* (2002).
7. District of Columbia Home Rule Act, *as amended*. D.C. Official Code § 1-204.21(c) (2) (1973).

FEDERAL

1. Homeland Security Act of 2002, 6 U.S.C. § 101 *et seq.* (2002).
2. Homeland Security Presidential Directive-5, *Management of Domestic Incidents* (2003).
3. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121 *et seq.* (2000).

SUMMARY OF DISTRICT OF COLUMBIA OFFICIAL CODE PROVISIONS RELATED TO EMERGENCY PLANNING AND OPERATIONS

§ 7-2301. Defines terms, including “Emergency Operations Plan” and “Public emergency”. Emergency operations plan means the District’s state plan for public emergency preparedness and prevention pursuant to the Disaster Relief Act of 1974 and **§ 7-2302**.

§ 7-2302. Public emergency means any disaster, catastrophe, or emergency situation where the health, safety, or welfare of persons in the District is threatened by reason of the actual or imminent consequences within the District of (1) enemy attack, sabotage, or other hostile action; (2) severe and unanticipated resource shortage; (3) fire; (4) flood, earthquake, or other serious act of nature; (5) serious civil disorder; (6) any serious industrial, nuclear, or transportation accident; (7) explosion, conflagration, or power failure; or (8) injurious environmental contamination which threatens or causes damage to life, health, or property.

§ 7-2302. – 2303. Authorizes the Mayor to establish a program of public emergency preparedness using appropriate District agencies, to include (1) the development of an emergency operations plan that sets forth a program to prepare for and provide assistance necessary for regulations and procedures, and the conduct of exercises; (2) posting of public emergency evaluations; (3) periodic program review; and (4) coordination of federal and public notice requirements and transmittal to the D.C. Council for review and approval or disapproval.

§ 7-2304. – 2308. Governs the issuance of emergency executive orders by the Mayor, their duration and extension, publication requirements, and other authority. The Mayor is authorized under **§ 7-2304** to issue an emergency executive order upon reasonable apprehension of the existence of a public emergency and a determination that such order is necessary for the immediate preservation of the public peace, health, safety, or welfare, and as a prerequisite to requesting emergency or major disaster assistance under the Disaster Relief Act of 1974. Such order shall define (1) the existence, nature, extent, and severity of the public emergency; (2) the measures necessary to relieve the public emergency; (3) the specific requirements of the order and the persons upon whom the order is binding; and (4) the duration of the order. Upon issuing the order, the Mayor may issue an emergency executive order, which shall state:

(1) Expend appropriated funds to carry out public emergency service missions and responsibilities.

§ 7-2201. Provides a statement of congressional intent that the District shall develop plans and programs to provide necessary protection, relief, and assistance for persons and property in the event that enemy attack, sabotage, or other hostile action shall occur or become imminent.

§ 7-2202.0 – 2208. Establishes in the District government an Office of Emergency Preparedness (designated the Emergency Management Agency by Mayor’s Order 98-189, Jan. 8, 1999, hereinafter referred to as EMA). EMA is authorized and directed, subject to the discretion and control of the Mayor, to do the following: (1) prepare a comprehensive plan and program for civil defense, to be integrated into federal civil defense plans and those of nearby states and appropriate political subdivisions; (2) institute training and public information programs, organize, equip, and train civil defense units, and take other preparatory steps in advance of actual disaster; (3) conduct studies and surveys of District civil defense resources and capabilities and plan for the emergency use thereof; (4) develop and enter into mutual aid agreements with states and political subdivisions thereof for reciprocal civil defense aid and mutual assistance, consistent with the national civil defense plan and program; (5) employ personnel and expend funds; (6) cooperate with governmental and nongovernmental agencies, organizations, associations, and other entities to coordinate civil defense activities in the District; (7) accept facilities, supplies, and funds from the federal government; (8) use services, supplies, and facilities of District departments, offices,

and agencies and, when authorized by the Mayor, use District funds to match federal funds for the purchase of civil defense equipment and supplies; and (9) perform such other functions as the Mayor may assign.

§ 7-2209. Authorizes the Mayor to enter into and execute to interstate civil defense compacts with the states and sets forth the substance of the language to be used for such compacts.

§ 1-204.11. Subsection (b) provides that the chairman of the D.C. Council acts as the Mayor when the Office of the Mayor is vacant.

§ 1-204.22. Provides for the general powers, duties, and functions of the Mayor to execute laws and administer the affairs of the District, including authority to designate officer(s) who may execute and perform the powers and duties of the Mayor during periods of disability or absence from the District, administer the personnel functions of the District, delegate functions, propose legislation, and issue and enforce administrative orders.

§ 1-204.23. Provides that the Mayor shall be the central planning agency for the District. He shall be responsible for the coordination of planning activities of the municipal government and the preparation and implementation of the District's elements of the comprehensive plan for the National Capital, which may include land use elements, urban renewal and redevelopment elements, a multi-year program of municipal public works for the District, and physical, social, economic, transportation, and population elements.

§ 1-204.50a. Subsection (a) establishes an emergency cash reserve fund that may be used for unanticipated and nonrecurring extraordinary needs of an emergency nature, including a natural disaster or calamity as defined by the Stafford Act or in the event of a state of emergency declared by the Mayor. **Subsection (b)** establishes a contingency cash reserve fund to be used for nonrecurring needs, including expenses associated with unforeseen weather or other natural disasters, unexpected obligations created by federal law, or new public safety or health needs or requirements.

SUMMARY OF FEDERAL LAWS RELATED TO EMERGENCY PLANNING AND OPERATIONS

6 U.S.C. § 101. Establishes the Department of Homeland Security to a) prevent terrorist attacks within the United States; b) reduce the vulnerability of the United States to terrorism; and c) minimize the damage, and assist in the recovery, from terrorist attacks that do occur within the United States.

Homeland Security Presidential Directive-5. Establishes a unified, comprehensive nationwide incident management system, the purpose of which is to assist the prevention, preparation, response, and recovery from terrorist attacks, significant disasters, and other emergencies. This system would enable all levels of government throughout the country to work together efficiently and effectively.

42 U.S.C. § 5121. To allow the federal government to provide state and local government the means to alleviate suffering and damage resulting from disasters by 1) revising and broadening the scope of existing disaster relief programs; 2) encouraging the development of comprehensive disaster preparedness and assistance plans, programs, capabilities, and organizations by states and local governments; 3) achieving greater coordination and responsiveness of disaster preparedness and relief programs; 4) encouraging individuals, states, and local governments to protect themselves by obtaining insurance coverage to supplement or replace governmental assistance; 5) encouraging hazard mitigation measures to reduce losses from disasters, including development of land use and construction regulations; and 6) providing federal assistance programs for both public and private losses sustained in disasters.

Appendix B: Planning Considerations and Assumptions

This COOP plan is based on the following assumptions:

COOP ACTIVATION

- The CJCC is vulnerable to a full range of all hazards (man-made and natural disasters).
- Activation of the COOP plan may be required at any time—during business hours or non-business hours.
- The Executive Director or his/her designee is responsible for all pre-activation measures.
- The CJCC is self-sufficient for up to 72 hours.
- The COOP plan is a guide; however, authority for emergency response activities also rests with local public safety and emergency responders.
- Pre-established priorities of the resumption of essential functions may require alteration once the actual extent of the threat has been identified,
- The Deputy Director, Chief Information Officer and COOP Coordinator will act under the leadership of the Executive Director and will be responsible for coordinating the agency's COOP plan activities.
- The COOP plan will be accessible at all times at the agency's primary location. The Deputy Director and Chief Information Officer will be responsible for disseminating administrative and logistical information to their respective personnel.

TRAINING AND EXERCISES

- Appropriate funding and resources will be provided to support COOP planning, training, and exercises.
- Based on planning, training, and exercises, the COOP plan will be maintained and updated.
- Cross training will be provided within offices to the fullest extent possible.
- It is suggested that each employee is responsible for creating and stocking his/her own Go-Kit containing Vital Records, Vital Equipment and personal items, such as water, snacks, and medicines.

Appendix C: After-Action Report/Improvement Plan (AAR/IP) Matrix

After-Action Report/Improvement Plan (AAR/IP)

An After Action Report/Improvement Plan (AAR/IP) is the final product of an exercise. The AAR/IP has two components: an AAR, which captures observations and recommendations based on the exercise objectives as associated with the capabilities and tasks; and an IP, which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. The lead evaluator and the exercise planning team draft the AAR and submit it to conference participants prior to an After Action Conference. The draft AAR is distributed to conference participants for review no more than 30 days after the exercise. After the conference, an IP will be created and will be disseminated to participants no more than 60 days after the exercise. The IP should contain a matrix such as the one below that lists each capability along with the associated observations, recommendations, corrective actions, capabilities, responsible agency and point of contact (POC), and start and completion dates:

Improvement Plan Matrix

Capability	Observation	Recommendation	Corrective Action Description	Capability Element	Primary Responsible Agency	Agency POC	Start Date	End Date

CJCC TELEWORK POLICY
(last updated March 2022)

CRIMINAL JUSTICE COORDINATING COUNCIL



TELEWORK POLICY AND GUIDELINES

CJCC TELEWORK POLICY

I. PURPOSE

These policies and guidelines are set forth to authorize and administer the Telework Program for the Criminal Justice Coordinating Council for the District of Columbia.

II. RATIONALE

The Criminal Justice Coordinating Council's (hereafter "CJCC") Telework Program is designed to support employee safety and health, provide greater flexibility in work schedules, reduce commuting times and cost, and improve the recruitment and retention of high caliber employees. Research studies also indicate that telework can increase employee morale, productivity and retention rates.

III. POLICY

- A. Employees, inclusive of managers and supervisors, who perform duties that are suitable for telework and meet other established eligibility requirements, will be afforded the opportunity to telework.
- B. A telework arrangement ***is a privilege and not a right***, and it may be terminated by either the employee or the supervisor.
- C. An employee's participation in the Telework Program is voluntary unless otherwise mandated due to extenuating circumstances, such as a public emergency.
- D. Employees must work from their official duty stations at least three (3) days per week.
- E. An employee's official tour of duty, while teleworking or otherwise, shall begin no earlier than 7:00am and end no later than 6:00pm.
- F. CJCC's Human Resources Advisor (Special Assistant) will provide general oversight of the Telework Program and will maintain all telework records.

IV. ELIGIBILITY CRITERIA

- A. Employee shall be in a position that has roles and responsibilities that are appropriate for telework and meet the following criteria:
1. Job tasks are quantifiable, primarily project or task oriented, telephone intensive or computer-oriented.
 2. Assigned work activities can be accommodated working away from the central worksite with equal efficiency as if they were performed at the central worksite.
 3. Daily unscheduled face-to-face contact with other employees, supervisors, partners or the public is not required in the current work location.
 4. Meetings can be scheduled without inconveniencing or impairing the performance of coworkers.
- B. Employee shall demonstrate performance at the level of a "Valued Performer" or equivalent before teleworking.
- C. Employee shall provide an adequate work location with sufficient space, access to a telephone, internet, and have no undue interference which could impair productivity.

V. GENERAL GUIDELINES FOR TELEWORK

- A. An employee who wishes to telework shall complete the CJCC's "Telework Application/Agreement" and forward to his/her immediate supervisor for review and approval.
- B. If the request is approved, the employee and the supervisor shall complete and execute the Telework Application/Agreement prior to commencement of telework.
- C. In the event an employee is required to report to the official duty station on a designated telework day, every attempt shall be made to give the employee at least 24 hours advance notice.
- D. Telework shall not be approved if it would adversely affect service delivery, productivity, other jobs or other employees. An employee participating in the telework program shall be accessible during the hours identified in the Telework Application/Agreement.
- E. Teleworking is not intended to be used in place of leave. Eligible employees and supervisors shall observe all pertinent time and attendance, leave, and pay regulations when participating in the Telework Program.

F. Teleworkers shall be able to fully discharge their duties from a home office or telework site for the entire workday. If not, the employee shall return to the official duty station or take unscheduled leave, per the supervisor's approval.

G. Teleworking is not intended as a substitution for assisting an employee with dependent care duties. The teleworker shall make every effort to make arrangements for child or dependent care to the same extent as s/he would if the teleworker were reporting to the official work site.

H. Participating employees shall comply with all required CJCC security measures, disclosure laws, regulations, or policies so that at no time are security or privacy requirements compromised.

I. Participating employees shall immediately notify their supervisor of any accident or injury that occurs at the telework site during the scheduled work period.

I. ROUTINE TELEWORK

A. Routine telework is part of a scheduled tour of duty and subject to a written Telework Agreement. Among other requirements, Telework Agreements require that the employee shall be available to report to the official duty station if needed within a 2-hour time frame and to respond to emails and phone calls within CJCC within 1 hour of receipt.

B. Routine telework is limited to two (2) days per week unless approved in advance and in writing by both the supervisor and the CJCC Executive Director. The specific days approved as a telework day(s) shall be approved by the supervisor. Telework days are established and approved and shall not be adjusted or changed without the express written approval of the supervisor.

C. Regardless of whether it is the employee's regularly scheduled day to telework, the employee may be required to attend meetings or training activities in person at the agency location or any other identified location on scheduled telework days, unless the employee's supervisor has approved attending remotely. The determination of the supervisor shall be final and cannot be appealed.

D. Telework employees shall obtain Virtual Private Network (VPN) from the D.C. Office of the Chief Technology Officer (OCTO) through CJCC's Information Technology (IT) team prior to starting the telework schedule in order to access the shared network folder, PASS, SOAR and some aspects of PeopleSoft.

E. An employee shall be accessible by D.C. government mobile phone, if one has been issued, and D.C. government email during their regular tour of duty as identified in the Telework Agreement or, in the event of a declared emergency, for such hours required by the agency to promote continuity of critical operations. If an employee does not have a D.C. government mobile phone, the employee shall forward their D.C. government desk phone to a number where they can be reached during their Telework day(s).

F. Telework employees shall not use their personal email for D.C. government business when teleworking or otherwise.

- G. Telework employees shall provide their own secure internet connection when teleworking. In the event that the employee experiences a lack of internet connection, the employee shall report for duty at their official duty station or any other site approved by the supervisor or request unscheduled leave.
- H. At the supervisor's sole discretion, where employees have been approved for routine or situational telework, a supervisor may require them to provide a list of tasks and activities the employee plans to work on or has worked on while teleworking.
- I. The supervisor for each employee participating in the Telework Program shall certify time and attendance to ensure that all employees are paid for work performed and account for any absence from scheduled tours of duty. Employees shall personally certify their hours worked in a telework status by following the time and attendance policies and procedures.
- J. CJCC must have reasonable assurances that the teleworking employee's alternate worksite meets acceptable standards of safety and security. Employees shall provide access by D.C. government to their alternative worksite for the purpose of inspecting the site to determine if it meets acceptable levels of safety and security.
- K. With at least 48 hours advance notice, the employee's alternative worksite may be inspected for the sole purpose of ensuring that the telework site satisfies the safety and security standards of this policy and the terms of the Telework Agreement. Except in the event of an emergency, these inspections shall be conducted by the agency's management, IT staff or by the Telework Program Coordinator.
- L. None of CJCC's IT staff, the Telework Program Coordinator, or any other agency employee shall be allowed to conduct an on-site review of any area not designated as the alternative worksite by the teleworking employee.
- M. Telework alternative worksites that are found to not meet the security and safety standards of the agency shall be documented and the employee's Telework Agreement shall be immediately suspended pending the resolution of any deficiencies. If the deficiencies are not corrected, the Telework Agreement shall be terminated. Resolution of the deficiencies is the determination of the Telework Program Coordinator with input from the employee's supervisor and IT program manager.

VI. SITUATIONAL TELEWORK

A. Situational telework is a distinct category of telework and may be used separately from routine telework or in addition to it. This means that an employee may submit the application and the Telework Agreement (for situational telework) to the supervisor staff for approval even if he or she was not previously approved for routine telework.

B. Unlike routine telework, which is part of an employee's regularly scheduled tour of duty, situational telework is a temporary arrangement of no more than three (3) consecutive workdays approved by the employee's supervisor in writing. Situational telework is not intended to be a regular practice replacing approved regular telework. A supervisor may, at his or her discretion, limit the number of instances in which an employee may utilize situational telework over a period of time.

C. Examples of situational telework include doing so for the purpose of completing a special project or report; due to an injury or illness; due to a home repair emergency; or, for activated emergency employees, due to a declared emergency. Below are general descriptions of the situational telework options:

1. **Special Project or Report:** On occasion, an employee may have a short-term need for an uninterrupted period of time to complete work on a complex project or report for the agency.
2. **Home Repair Emergency:** If an employee needs to be home for maintenance or repairs, situational telework may be approved provided the employee can carry out his or her duties remotely and the employee's involvement in the maintenance and repair is incidental. For example, an employee may be approved for situational telework to be present for an electrical repair emergency or for a delivery of equipment for a heating repair emergency.
3. **Case-by-Case Basis:** On a case-by-case basis and with explanation of the purpose for which the employee is requesting situational telework, a supervisor may allow an employee to use situational telework in instances other than those referenced above. CJCC may require documentation of the situation giving rise to the request. In these cases, employees continue to be restricted to a maximum of three (3) consecutive telework days, except during declared emergencies.
4. **Illness or Injury:** Requests for situational telework for an illness or injury shall be made in the form of a reasonable accommodation and supported with medical documentation. All such requests shall be submitted directly to the Special Assistant, not to the supervisor.

VII. DENYING, TERMINATING OR MODIFYING THE TELEWORK AGREEMENT

A. CJCC's Executive Director has the authority to terminate the agency's Telework Program at any time.

B. CJCC managers and supervisors may approve, deny, adjust or revoke a telework schedule for an individual employee at any time based on duty requirements, seasonal workloads, staffing requirements, or other government-related reasons (e.g., training, official travel, workshops, etc.)

A denial of a telework request or termination of a telework agreement by an approving official shall be based on business-related reasons, documented in writing and made available to the employee.

C. Whenever the teleworker's supervisor determines that the approval for teleworking is to be terminated, the teleworker should be given, where practicable, at least ten (10) business days' notice of the termination. Reasons the CJCC may choose to modify or terminate an agreement include but are not limited to:

1. The arrangement fails to support organizational needs
2. Productivity decreases or when assignments or projects are not completed within the agreed-upon timeframes (assuming that the delays are within the participant's control)
3. When the employee repeatedly fails to be accessible by either telephone or e-mail during the agreed-upon work schedule
4. When the employee is reassigned to another supervisor, office, division, or position, or when assignments or projects change

D. Participation in the Telework Program may be terminated by the employee at any time, for any reason. Such reasons may include the employee's preference to work from their official duty station full-time or the alternative worksite is no longer available or suitable.

E. Employees who wish to terminate their participation in the Telework Program shall submit a written request to the supervisor, regardless of reason. The supervisor should be given, where practicable, at least ten (10) business days' notice prior to when the termination will take effect.

VIII. EQUIPMENT/EXPENSES

A. Employees shall ensure that all CJCC issued devices in their possession are kept in a secure location and are locked when not in use. Employees shall ensure that their devices are kept up to date by allowing CJCC issued patches and updates to be applied on a regular basis and rebooting their machines at least weekly.

B. Neither the agency nor the District government will be liable for damages to employee's personal or real property during the performance of official duties while teleworking.

C. Neither the agency nor the District government will be responsible for purchasing or operating costs, home maintenance, or any other incidental cost (e.g., utilities, internet access, etc.,) associated with the use of employee's residence as an alternate worksite.