



## **THE CRIMINAL JUSTICE COORDINATING COUNCIL FOR THE DISTRICT OF COLUMBIA**

### **Memorandum of Understanding**

#### **I. MISSION**

The Criminal Justice Coordinating Council (CJCC), an independent agency, serves as a forum for identifying challenges and generating solutions to enhance public safety and the fair administration of justice for District of Columbia residents, visitors, victims, and justice-involved individuals. The CJCC facilitates information sharing and collaboration, conducts research and analysis, and provides training and technical assistance on behalf of its District and federal member agencies.

#### **II. LEGISLATIVE ENACTMENT**

The CJCC was initially formed in May 1998, pursuant to a Memorandum of Understanding, as a working group of justice system agency leaders charged with facilitating cooperation among local and federal justice system agencies in the District. The CJCC was statutorily established as an independent agency of the District government in 2001, when the Council of the District of Columbia enacted 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 et seq. In 2002, Congress passed the Criminal Justice Coordinating Council Restructuring Act of 2002, Pub. L. 107-180, D.C. Official Code § 22-4241, authorizing the heads of certain federal agencies to participate as members of the CJCC.

#### **III. ORGANIZATION**

##### **A. Officers**

1. Chair. The Chair shall be the Mayor of the District of Columbia in conformance with section 1504(a)(1) of the Criminal Justice Coordinating Council for the District of Columbia Establishment Act of 2001, D.C. Official Code § 22-4233(a)(1). The Mayor may designate the Deputy Mayor for Public Safety and Justice as Chair Pro Tempore in the Mayor's absence.
2. Co-Chair. The Co-Chair shall be a CJCC member whose agency does not fall under the administrative authority of the Mayor of the District of Columbia. The Co-Chair shall be nominated and elected biennially by the members of the CJCC. If the Co-Chair's term is vacated, a special election will be held.

3. Responsibilities of the Officers. The Chair shall approve the agenda and preside over the regular and special meetings of the CJCC. In the absence of the Chair, the Chair Pro Tempore and Co-Chair shall approve the agenda and preside over the regular and special meetings of the CJCC.

**B. Executive Director**

1. The Executive Director shall be appointed by the CJCC and shall serve at the pleasure of the CJCC. The CJCC shall memorialize the process for appointing the Executive Director in writing and disseminate the written process to all CJCC members.
2. The Executive Director shall function as the chief executive officer of the CJCC and in that capacity is authorized to bind the CJCC in contractual and other matters affecting the agency operations and responsibilities of the CJCC consistent with the general policy directives of the CJCC and the approved budget. The Executive Director may also exercise such additional powers as may be delegated to him or her from time to time by the CJCC. In accordance with the approved budget, the Executive Director may hire staff members and shall direct them in the performance of their duties.
3. The Executive Director shall comply with the terms delineated in the position description provided at the time of employment and as it may be amended from time to time. The Executive Director shall devote his or her full time to assisting the CJCC in performing its duties and fulfilling its responsibilities.
4. The Executive Director shall perform such other tasks as the Chair may designate.
5. The Executive Director shall receive and act upon requests from CJCC members and committee chairs for staff assistance on projects or reports previously agreed to by the CJCC. The CJCC members shall be notified of any request for staff assistance on a project or report not previously agreed to by the CJCC.
6. The CJCC members shall evaluate the performance of the Executive Director. The CJCC shall memorialize the process for evaluating the performance of the Executive Director in writing and disseminate the written process to all members.

**C. Membership**

1. The membership of the CJCC is established by statute, pursuant to D.C. Official Code §§ 22-4233 and 22-4241.
2. The CJCC members may make recommendations to the Council of the District of Columbia to amend the membership of the CJCC. Any recommendations to Council regarding CJCC membership shall be determined pursuant to the voting procedures set forth in Section E.7. of this Memorandum of Understanding.
3. The CJCC members shall participate in CJCC activities and take such other actions as may be necessary to carry out CJCC's duties.

**D. Committees**

Standing Committees. The CJCC shall establish the following standing committees with the powers and duties stated. The CJCC members shall select a chair or co-chairs for each standing committee using the voting procedures established in section E.7. CJCC members shall vote on the committee chair and co-chairs at each annual strategic planning meeting. A committee chair must be a CJCC member, and at least one of the committee co-chairs must be a CJCC member. The CJCC member can delegate the chair or co-chair responsibility to a senior member of their organization's leadership team. The Executive Director shall assist the chair or co-chairs in carrying out the responsibilities of each committee. Each CJCC member shall serve on at least one committee. Additionally, CJCC members shall ensure that they have agency representatives on all relevant committees.

1. Information Technology Advisory Committee (ITAC). The ITAC shall advise and make recommendations on matters pertaining to the funding, development, operation, maintenance, and monitoring of initiatives related to the Justice Information System (JUSTIS) to improve public safety and the related criminal and juvenile justice services for District of Columbia residents, visitors, victims, and justice-involved individuals.
  - a. Membership: The ITAC shall be composed of representatives from all CJCC member agencies that are signatories to the ITAC Agreement. Non-CJCC member agencies may be invited to participate in ITAC meetings.
  - b. Powers and Duties. The power and duties of the ITAC shall be as follows:
    - i. Facilitate collaborative solutions to justice information challenges, protect the quality and integrity of justice data, and implement effective data and system security, all while recognizing the primacy of each justice agency mission.

- ii. Ensure the confidentiality of information and individual privacy, establish system-wide standards supported by common identifiers and positive identification, facilitate agency requirements for research and public access, and provide for long-term performance monitoring and evaluation.
  - iii. Provide recommendations regarding funding for information technology projects, data sharing, access to data and integration, data and system security, development of system-wide standards, implementation of real-time information and data sharing, measurement of data use and quality, and planning for expansion of JUSTIS to meet the needs of criminal and juvenile justice agencies.
  - iv. Receive and review recommendations from the workgroups it oversees, namely: the Interagency Security Workgroup, whose mission is to identify, review and recommend industry information-security best-practices and policies for information exchange among JUSTIS-involved agencies; the Interagency Data Quality Workgroup, whose mission is to identify systemic issues associated with information quality within the criminal justice system and to recommend solutions for addressing them; and the Interagency Workgroup, whose mission it is to implement ITAC-sanctioned technology based projects and initiatives.
- 2. Interagency Research Advisory Committee (IRAC). The IRAC shall serve as an advisory body to the CJCC's Statistical Analysis Center (SAC) and support the SAC in its efforts to collect and analyze data effectively as well as address research and policy questions of importance to the District's criminal and juvenile justice system.
  - a. Membership: The IRAC shall be composed of representatives from CJCC member agencies.
  - b. Powers and Duties: The power and duties of the IRAC shall be as follows:
    - i. Serve as the authority that will empower the SAC to collect and analyze partner agency's administrative data, to the extent allowed by law, regulation, court order, and agency policy. The data will be analyzed to address relevant research and policy questions raised by CJCC members and CJCC committees.
    - ii. Commission independent research studies performed by the SAC on systemic issues involving multiple

criminal and juvenile justice agencies in the District of Columbia. Prioritize research projects related to emergent criminal and juvenile justice issues.

- iii. Monitor the implementation of appropriate recommendations from commissioned research studies.

3. Combating Violent Crime Committee (CVCC) and GunStat.

- a. The CVCC shall serve as a forum for (a) information sharing among local and federal agencies regarding their efforts to combat violent crime in the District and (b) identifying opportunities for interagency collaboration to reduce violent crime and enhance public safety.

- i. Membership: The CVCC shall be composed of representatives from CJCC member agencies. Representatives of non-CJCC member agencies may be invited to serve as members of the CVCC as needed.

- ii. Powers and duties: The power and duties of the CVCC shall be as follows:

- 1. Monitor short-term and long-term violent crime trends in the District.

- 2. Identify and recommend evidence-based and data-driven policies and practices for reducing violent crime.

- 3. Serve as a forum where justice system agencies and relevant stakeholders can provide updates and seek input on their violent crime reduction efforts and explore opportunities for collaboration.

- b. GunStat shall serve as a forum for justice system agencies in the District to monitor the justice system involvement and case processing of individuals who are at high-risk of engaging in gun violence.

- i. Membership: GunStat membership shall be composed of representatives from local and federal agencies that serve an investigative, law enforcement, prosecutorial, and community supervision function in the District. Representatives of agencies that do not serve an investigative, law enforcement, prosecutorial or community supervision function, but hold responsibilities with respect to high-risk individuals,

may be invited to participate in GunStat, as appropriate.

ii. Powers and duties: The powers and duties of GunStat shall be as follows:

1. Identify individuals at high risk of engaging in gun violence in the District based on data-driven and partner agency-informed criteria.
2. Provide ongoing monitoring of the justice system involvement and victimization of the high-risk individuals.
3. Serve as a forum for recommending and sharing information regarding justice system interventions for high-risk individuals.

4. Substance Abuse Treatment and Mental Health Services Integration Taskforce (SATMHSIT). The SATMHSIT shall serve as a body for interagency collaboration to improve the treatment options for criminal-justice involved individuals with mental health issues, substance abuse problems, or co-occurring disorders.

a. Membership: The SATMHSIT will be composed of representatives from CJCC member agencies, the Department of Behavioral Health, the Department of Health Care Finance, and community-based District of Columbia behavioral health treatment and advocacy organizations.

b. Powers and Duties: The powers and duties of the SATMHSIT shall be as follows:

1. Serve as a conduit for research on substance abuse and mental health issues in the District of Columbia.

11. Facilitate cross-system criminal justice and behavioral health-related education and training opportunities for CJCC members and stakeholders.
  111. Foster enhanced mental health and justice information sharing among behavioral health and criminal justice agencies to the extent permissible by federal and District law.
5. Reentry Steering Committee (RSC). The RSC shall serve as the body to support system-wide efforts to ensure the successful reentry of men and women returning to the District after incarceration, with a focus on high-risk offenders.
  - c. Membership: The RSC shall be composed of representatives from CJCC member agencies, District of Columbia housing, employment and education agencies and organizations, and representatives from community-based reentry advocacy organizations and networks.
  - d. Powers and Duties: The powers and duties of the RSC shall be as follows:
    - l. Develop and implement strategies for connecting returning citizens with housing, employment, education opportunities, and the supportive services necessary for successful reintegration.
    11. Identify opportunities for interagency collaboration, release planning, and reentry-related information sharing.
    - m. Identify gender-specific initiatives to address issues unique to women returning to the community or who have a criminal background.
6. Juvenile Justice Committee (JJC). The JJC shall serve as the executive body for the juvenile justice system and is charged with setting juvenile justice strategic priorities.
  - e. Membership: The JJC shall be composed of representatives from CJCC's juvenile justice member agencies and other relevant stakeholders from the health and human services and education sectors. Representatives of other agencies and stakeholders may be invited to serve as members as needed.

- f. Powers and Duties. The power and duties of the JJC shall be as follows:
  - 1. Identify current policy efforts to reduce redundancy and effectively utilize existing resources.
  - 2. Provide relevant and timely data on juvenile justice trends.
  - 3. Support quarterly cross-systems trainings, which shall focus on issues and topics relevant to cross-system involved youth.
  - 4. Identify and promote existing resources for the benefit of practitioners, their clients, and the community.
  - 5. Develop and identify policies that can reduce recidivism or entry into the juvenile justice system.
  - 6. Improve information sharing and coordinated case management.

Ad Hoc Committees. CJCC members interested in forming a CJCC committee for a specific project or task may do so pursuant to a vote as described in section E.7.. The members forming such a committee shall determine its structure and procedures. A report on the activities of any such committee shall be submitted to the full CJCC at least quarterly in time for inclusion on the agenda of a regular meeting. Any ad hoc committee formed under this subsection may request financial or staff assistance from the CJCC.

#### **E. Meetings**

- 1. Regular Meetings. Regular meetings of the CJCC shall be held each month at a date and time agreed to by a majority of the members. The meetings shall be convened as executive sessions. On a bi-annual basis, the meeting shall be open to the public.
- 2. Budget Meeting. A review of the CJCC's budget shall be conducted bi-annually to advise the members of the agency's administrative plans, budget approval, and budget preparation. CJCC members shall provide feedback to the Executive Director on the agency's proposed budget.
- 3. Annual Strategic Planning Session. Every year, the CJCC shall convene a strategic planning session where the CJCC members will participate and identify priority areas and set goals for the CJCC to implement throughout the year. The CJCC may readjust the priority areas as needed. The Executive Director, in consultation with the members, shall plan the agenda for the session. The Executive Director will notify all members of the session at least thirty (30) days before the session is to be held. The session will be open to the public, in conformance with D.C. Official Code § 2-571 et seq., except that a portion or portions of the meeting



may be closed to the public in the circumstances described in D.C. Code § 2-575(b).

4. **Community Meetings.** The CJCC shall convene at least two (2) community meetings annually. The meetings shall be open to the public and notice of the meetings shall be provided to the public in conformance with D.C. Official Code § 2-571 et seq.
5. **Special Meetings.** A special meeting of the CJCC may be called by the Chair or upon a request signed by at least five (5) CJCC members. The notice of the special meeting shall state the agenda of the meeting, and only matters contained in the agenda may be discussed at the special meeting. If, after a special meeting has been called, the need for a special meeting no longer exists, the Chair may cancel the special meeting with the unanimous consent of those members who requested it.
6. **Quorum.** A quorum at a regular or special meeting shall consist of two-thirds (2/3) of the CJCC members then holding office. For purposes of determining a quorum, only members identified in D.C. Official Code § 22-4233 shall be counted.
7. **Voting Procedures.** The Chair shall have the right to call for a voice vote in all cases unless any member objects, in which case a roll call vote shall be taken. A quorum is needed to carry a vote. A simple majority (more than 50 percent) of voting members present must vote in the affirmative in order for the matter that is up for a vote to be approved. No decision shall govern the activities or administration of any member agency within its separate jurisdiction. The minutes shall reflect the results of each roll call. Because the full participation of members is essential to the effectiveness of the CJCC as a mechanism for improving the administration of criminal justice, the CJCC shall attempt to act by consensus to the greatest extent possible.
8. **Participation in Meetings.**
  - a. **Voting.** Only CJCC members may vote, except that the Mayor's designee may vote in the Mayor's absence.
  - b. **General Participation.** The Mayor is the only CJCC member who may designate an alternate to participate in CJCC meetings due to the responsibilities that accompany that position.
  - c. **Written Communication.** When unable to attend a meeting, CJCC members may present signed and dated written communications that can be distributed or read to CJCC members by the Chair. Such written communication shall not be considered a proxy, vote, or motion. However, a motion may be made by other members

concerning the contents of such written communication.

- d. Discussion. The designee of a CJCC member shall have the right to address the CJCC and participate in discussion with the consent of the Chair.
9. Agenda. The CJCC shall conduct meetings according to an open agenda. Any CJCC member may have an item placed on the agenda by notifying the Executive Director two (2) business days prior to the start of the meeting.
10. Notice to Members. An agenda, together with a notice of the time and place of all regular meetings, shall be distributed to CJCC members at least five (5) business days prior to the meeting date. The Chair may postpone or reschedule a regular or special meeting upon notice provided at least twenty-four (24) hour notice before the scheduled meeting. Notice of the postponement or rescheduling shall be provided by telephone, email, mail, in person, or equivalent. Notice of the rescheduled meeting date shall be provided at least forty-eight (48) hours before the meeting is scheduled to be held.
11. Public Notice. The Executive Director shall provide public notice of regular, rescheduled, and special meetings when required by law, in conformance with D.C. Official Code § 2-571 et seq.
12. Minutes. The Executive Director shall draft and forward the minutes of each regular meeting to CJCC members prior to the next CJCC meeting.
13. Members may meet by telephone or electronic means to take action so long as all members are given at least forty-eight (48) hours' notice.


#### IV. CHANGES TO MOU

The Executive Director or any CJCC member may propose amendments to this MOU. This MOU may be amended at a regular or special meeting of the CJCC, provided that all of the members vote to approve the proposed amendment. CJCC members shall review the MOU at least once every five (5) years to determine whether any amendments are needed.

#### V. SIGNATURES:

Dated: November 16, 2022

Mayor of the District of Columbia

  
Muriel Bowser

Chairman  
Council of the District of Columbia

  
Phil Mendelson


Chairperson  
Committee on the Judiciary and Public Safety,  
Council of the District of Columbia

  
Charles Allen

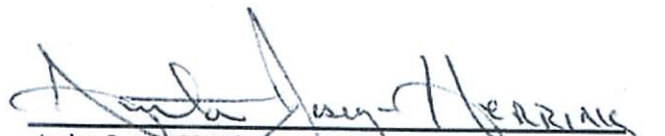
Director  
Department of Youth Rehabilitation Services

  
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Hilary Cairns


Director  
Public Defender Service

  
Heather Pinckney

Chief Judge  
Superior Court of the District of Columbia

  
Anita Josey-Herring

Director  
Federal Bureau of Prisons

  
Colette Peters  
*Colette S. Peters*

Director  
Court Services and Offender Supervision  
Agency

Richard Tischner

Chief  
Metropolitan Police Department

  
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Robert J. Contee III

Chairman  
U.S. Parole Commission

Patricia Cushwa

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Patricia Cushwa

U.S. Marshal for the Superior Court of the  
District of Columbia



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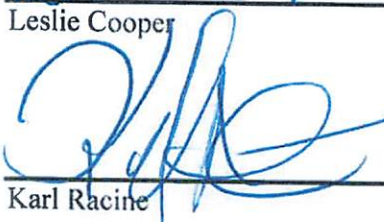
Robert A. Dixon

Director  
Pretrial Services Agency



Leslie Cooper

Attorney General for the District of Columbia



Karl Racine

Director  
Department of Corrections

Thomas Faust

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Thomas Faust

U.S. Attorney for the District of Columbia



Matthew Graves

Interim Executive Director  
Office of Victim Services and Justice Grants



Cheryl Bozarth