New York State
Division of
Criminal Justice Services

2008
Annual Performance Report

DAVID A. PATERSON
Governor

DENISE E. O'DONNELL
Deputy Secretary for Public Safety
Commissioner

NEW YORK STATE
David A. Paterson, Governor

New York State Division of Criminal Justice Services

2008 Annual Performance Report

This report provides 2008 information on the performance of the New York State Division of Criminal Justice Services (DCJS). DCJS also publishes a New York State Criminal Justice Report which includes data on all of New York State's criminal justice agencies and several interagency initiatives. Both reports can be accessed at www.criminaljustice.state.ny.us .

DIVISION OF CRIMINAL JUSTICE SERVICES
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Message from the Commissioner

The Division of Criminal Justice Services is a multi-function criminal justice support agency, committed to enhancing public safety and improving criminal justice in New York State. We maintain and continuously update the criminal fingerprint files and the criminal history records of individuals arrested and convicted in New York State. We run the Office of Sex Offender Management, maintain the Sex Offender Registry, collect and analyze statewide crime data, advise the Governor on programs to improve the effectiveness of New York's justice system, oversee law enforcement training and accreditation programs, operate the DNA Databank and fund many criminal justice programs. Additionally, we support Operation IMPACT and the IMPACT Tools program to reduce crime through intelligence-driven policing, crime analysis and enhanced law enforcement coordination. We operate the Missing and Exploited Children Clearinghouse and assist law enforcement through enhanced technology-based systems and programs.

DCJS is a data-driven agency. We compile an enormous amount of data, and share information with law enforcement and the public so they can monitor crime trends and assess the effectiveness of criminal justice programs. We track such things as crime and arrest activity, prison and jail management, sex offender management and DNA collections. We also provide our partners in government and in criminal justice with performance measures, statistics and other data – essentially, the yardsticks by which they, and the public, measure their performance.

In this annual report, however, we look in the mirror, focusing solely on DCJS agency operations. It is an accounting of how well we do in providing the services that law enforcement and our hosted agencies need to perform their vital functions.

It is a reflection of the hard work of the approximately 650 full-time employees at DCJS who work tirelessly to make New York a safer place to live, raise our families and run our businesses.

Denise E. O'Donnell

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Executive Highlights

This report provides an in-depth look at the functioning of the 10 core offices within the New York State Division of Criminal Justice Services during 2008.

Office of Criminal Justice Operations (OCJO)

- In 2008, OCJO processed 587,500 arrest fingerprints and met its goal of processing electronically submitted fingerprints within three hours of receipt nearly 100% of the time. Average turnaround time was 32 minutes.

- More than 568,000 civil fingerprints – those submitted in connection with an employment or license application – were processed in 2008, an increase of 8%. The significant increase in workload from a 2006 law requiring background checks for nursing home and health care employees has prompted the establishment of a new standardized vendor-managed fingerprint submission system.

Office of Justice Information Services (OJIS)

- In 2008, significant OJIS resources supported three mission critical, multi-year projects: migration of the agency's mainframe-based criminal history processing systems to a state-of-the-art environment; upgrade of the Statewide Automated Fingerprint Identification System (SAFIS) to eliminate reliance on unsupported hardware and software; and establishment of an integrated portal to merge the New York State Police Information Network (NYSPIN) and *e*JusticeNY, a secure communications network for law enforcement.

- At the end of 2008, more than 47,000 law enforcement personnel were enrolled as users of *e*JusticeNY, receiving access to criminal history data, investigative tools and other information critical to law enforcement. This was a 7% increase in enrollment in 12 months. Staff from more than 1,700 agencies now participate.

- The Customer Contact Center (a 24-hour help desk for customers needing assistance with *e*JusticeNY, computer operations and other issues) handled 49,200 requests for assistance in 2008, an increase of 13%. The majority of help calls are from local police agencies.

Office of Public Safety (OPS)

- The IMPACT Technical Assistance Team provided expert assistance in crime analysis, field intelligence and investigative case support. The team supported development of three local Crime Analysis Centers, delivered targeted training and assisted local command staff in strengthening their skills and strategic planning. The team also coordinated six warrant initiatives within IMPACT jurisdictions, resulting in more than 600 individuals apprehended.

- A total of more than 200 law enforcement training courses were held around the state, a 29% increase over 2007. DCJS trained more than 9,000 law enforcement officers, a 12% increase from 2007.

- Four law enforcement agencies were newly accredited in 2008. As of December 2008, there were 124 accredited police agencies in New York State.

- OPS staff repaired and certified nearly 6,000 speed and alcohol detection instruments used by local agencies, with all repairs and certifications completed within two days.

Office of Sex Offender Management (OSOM)

- During 2008, OSOM conducted 60 training sessions for more than 3,500 probation officers, judges, court personnel, treatment providers, law enforcement and other professionals.

- Sex offender registry staff conducted more than 485,000 searches for information on registered sex offenders in response to telephone inquiries or the submission of electronic files for comparison, 68% more than in 2007. Automation of the search process for formatted data files allowed these searches to be done more efficiently. There were also 27.2 million searches of the public Sex Offender Registry website, 9% more than in 2007.

Office of Forensic Services (OFS)

- In 2008, there were 1,332 hits against the DNA Databank. Of these, 44% involved sexual assaults, 30% involved burglary investigations, and 9% of the hits were against physical evidence collected in connection with homicide investigations.

- During 2008, OFS reviewed criminal history records for more than 54,000 offenders who submitted DNA specimen samples.

Office of Program Development and Funding (OPDF)

- In 2008, OPDF monitored more than 1,300 active grant contracts. These contracts support critical local programs such as forensic laboratories, sexual assault forensic examiners, motor vehicle theft and insurance fraud prevention, reentry services and coordination, law enforcement and prosecution programs targeting guns and violence, juvenile crime prevention, and domestic violence prevention and advocacy programs.

- During 2008, OPDF staff conducted more than 900 site visits to monitor contract performance and ensure that grantee organizations are providing services in accordance with contract terms.

- In 2008, OPDF staff piloted the updated state Sexual Offense Evidence Collection Kits in hospitals and released them for use.

Office of Justice Research and Performance (OJRP)

- During 2008, OJRP prepared data and analysis in response to 554 requests for information from state and local criminal justice executives and managers, the public, local law enforcement and researchers.

- During 2008, OJRP prepared and delivered 21 case-specific research files to 24 research organizations requesting case-specific criminal history information.

- OJRP issued numerous publications and prepared and posted comprehensive data on the public website on criminal justice processing, crime, arrests and police agency information.

Office of Administration

- The Office executed 968 contracts, and distributed more than $103 million to grantees in 2008.

- Administrative Services saved $265,000 during 2008 by completing printing and copying jobs in-house.

Office of Legal Services (OLS)

- OLS held 24 human trafficking training sessions in 2008 to educate nearly 600 law enforcement officials and service provider personnel regarding the new human trafficking legislation, including the new Penal Law trafficking offenses and the human trafficking victim confirmation process.

- During 2008, OLS received and processed 898 Freedom of Information Law requests.

Office of Internal Audit and Compliance

- During 2008, the Office of Internal Audit and Compliance conducted two internal audits and 93 fiscal audits of grant contracts; reviewed operations in 418 agencies that used criminal history record information (rapsheets); and reviewed operations in 50 courts to verify the accuracy of dispositions reported to DCJS.

- To ensure accurate crime data and to gauge the effectiveness of criminal justice programs in reducing crime, OIAC conducted 16 reviews of Uniform Crime Reporting (UCR) data submitted by agencies receiving Operation IMPACT funding.

Office of Criminal Justice Operations

Mission
To provide timely and accurate fingerprint identification and criminal history records to authorized agencies, and to support and promote child safety in New York State.

Scope of Operations
The Office of Criminal Justice Operations (OCJO) includes the following four program areas:

- **Bureaus of Criminal and Civil Identification –** Processes fingerprint transactions associated with misdemeanor and felony arrests, incarcerations and criminal justice-related inquiries. This unit also processes fingerprint transactions associated with applications for certain occupations or licenses that require a criminal history background check pursuant to state statute or local law.
- **Latent Print Unit -** Receives latent crime-scene prints from law enforcement agencies across the state and country, and searches them electronically using the Statewide Automated Fingerprint Identification System (SAFIS) technology against a special database of fingerprint images. This unit attempts to identify the persons to whom the latent prints belong as part of criminal investigations by law enforcement agencies.
- **Records Management Bureau -** Supports the administrative functions, case disposition and record sealing, records review, and central files. This unit is responsible for maintaining the accuracy and completeness of the state's criminal history database.
- **Wanted and Missing Services -** Includes the New York State Missing and Exploited Children Clearinghouse (MECC), Operation SAFE CHILD and the Most Wanted program.

Key Public Service Areas
- Provide criminal history information to criminal justice agencies and other agencies authorized by law
- Provide positive identification of individuals through the processing of fingerprint impressions
- Promote child safety through public education and outreach
- Maintain the statewide missing and unidentified person databases and the Missing Children Registry, including Operation SAFE CHILD records

Critical Objectives
- Provide criminal history record information quickly and accurately
- Process criminal fingerprints received electronically within 3 hours of receipt
- Increase public awareness of child safety through the DCJS website and distribution of publications
- Reduce the number of missing children in New York State and support the safe return of missing children

Office of Criminal Justice Operations

Arrest Fingerprint Processing

DCJS operates 24 hours a day, 365 days a year to provide criminal history records that contain up-to-date arrest and conviction information to criminal justice agencies.   Arrest, civil and crime scene fingerprints are processed against databases of 44 million fingerprint images. When an arrest is made, fingerprints are submitted to DCJS by the arresting agency. DCJS returns criminal history record reports, commonly referred to as "rapsheets," to law enforcement agencies, district attorneys' offices and courts in response to the fingerprint submission. Rapsheets are returned electronically within three hours of receipt. This allows courts to use the positive identification of offenders, past criminal histories and any warrant information for arraignment and bail determinations.

√   During 2008, 587,598 arrest fingerprint transactions were processed. Of these, 513,470 were submitted electronically to DCJS.

√ An additional 142,513 fingerprint-based requests for criminal histories were processed by OCJO. These submissions were made for offenders who were incarcerated, on parole or probation, or for other inquiries.

Arrest Fingerprints Processed
(Annual)
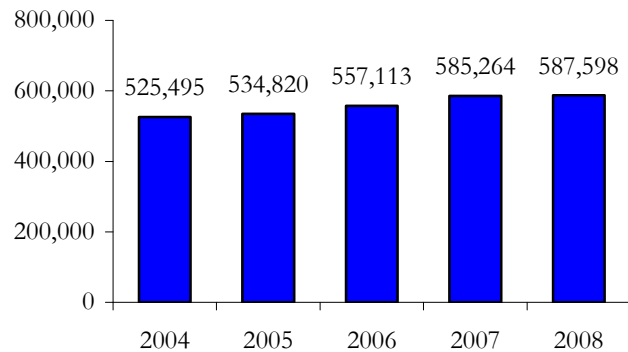
OCJO has established a target to process all arrest fingerprints submitted electronically within three hours of receipt. When arrests are submitted electronically, rapsheets can be returned quickly to the arresting agencies and the courts of arraignment, ensuring the offender is positively identified and his or her criminal history is reviewed prior to arraignment.

Percent of Arrest Fingerprints Processed Within 3 Hours
(Annual)
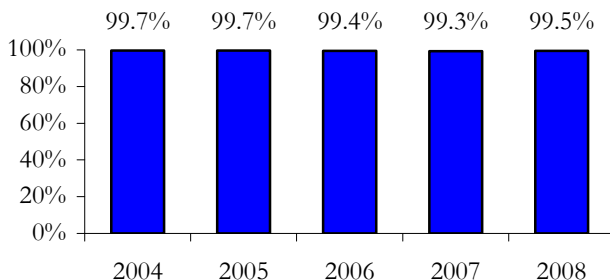
√ In 2008, nearly 100% of electronic submissions were processed within 3 hours of receipt, with an average turnaround time of 32 minutes.

Office of Criminal Justice Operations

To reduce processing time and improve the quality of fingerprint searches, DCJS developed and implemented the Store and Forward Initiative. Store and Forward is an electronic interface that links remote fingerprinting sites to the Division's Statewide Automated Fingerprint Identification System (SAFIS).

Percent of Arrest Fingerprints Processed Electronically
(Annual)

√ The percent of arrests processed electronically remained about the same in 2008 as in 2007.

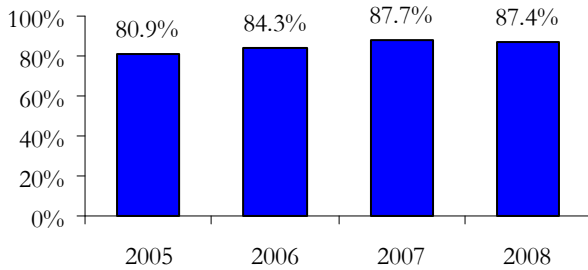√ As of December 2008, 241 law enforcement agencies had Store and Forward capability, an increase of 23 agencies during the past year.

Civil Fingerprint Processing

OCJO processes fingerprint submissions that are associated with applications for certain occupations or licenses that require a criminal history background check pursuant to local, state and federal statute. Applicant fingerprint submissions are forwarded to DCJS from more than 550 agencies statewide. The timely processing of civil fingerprint submissions facilitates the suitability determination process of individuals who are seeking licenses or employment in positions of trust. This determination is essential to ensure that nursing homes, schools and other employers in especially sensitive areas do not hire individuals who may jeopardize the safety of the state's most vulnerable populations – children, the elderly and the handicapped. In 2006, the Public Health Law was amended to require fingerprint-supported criminal history checks for prospective nursing home and home health care agency employees, resulting in a significant workload increase in the past two years.
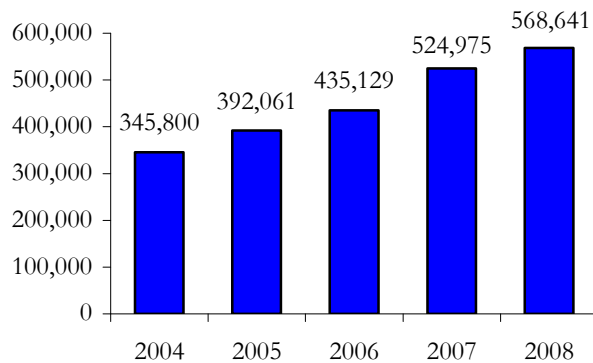
√ There were 568,641 civil fingerprint transactions processed, an increase of 8% as compared to 2007.

√ Civil fingerprints were processed with an average turnaround time of 1 day.

Civil Fingerprints Processed
(Annual)

Office of Criminal Justice Operations

Percent of Civil Fingerprints Processed Electronically
(Annual)

√ In 2008, 79.4% of all civil fingerprints processed were submitted electronically, as compared to 77.1% in 2007.

√ While civil workload is up substantially in 2008 (+43,666 additional prints), the number of mailed-in prints is down by nearly 3,000.
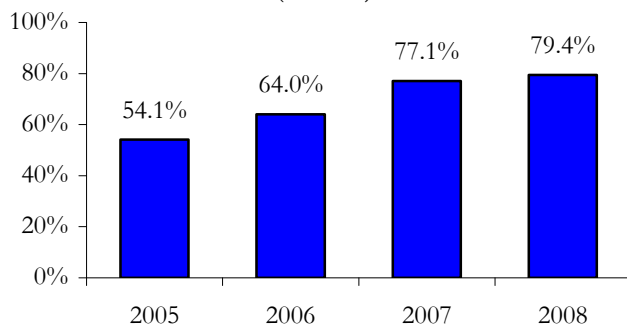
Crime Scene Print Processing

DCJS serves as the state's Central SAFIS site among 19 regional sites networked to SAFIS across the state. OCJO staff process crime scene prints from the 17 counties in its geographic jurisdiction, as well as from other parts of the state and other countries, to assist law enforcement agencies in criminal investigations. Crime scene fingerprints are searched against a criminal database of more than 30 million fingerprint images at DCJS in an effort to positively identify the individual who left the prints. Crime scene prints also are searched against the FBI fingerprint database of more than 600 million fingerprint images on behalf of law enforcement agencies across the state. New York State is one of the top states in the country in the number of latent print identifications made against the FBI's database. In addition to processing crime scene fingerprints, OCJO searches crime scene palm prints against the New York City Police Department's (NYPD) automated palm print database and provides technical and production assistance to other sites when required. The office also oversees the certification process and annual proficiency examination for Latent Print Examiners across the State.

Crime Scene Fingerprint Searches Conducted Against DCJS Database
(Annual)

√ During 2008, 34,698 crime scene print searches were conducted against the DCJS database, a decrease (-6%) from 2007.
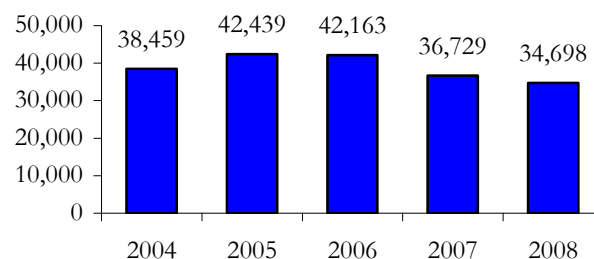
Office of Criminal Justice Operations

**Crime Scene Fingerprint Hits
Against DCJS Database**
(Annual)

Year	Hits
2004	1,616
2005	1,487
2006	1,412
2007	1,332
2008	1,267

√ During 2008, DCJS and the regional SAFIS sites positively identified 1,267 crime scene fingerprints.

√ OCJO also conducted 9,966 crime scene fingerprint searches against the FBI Database and positively identified an additional 91 crime scene fingerprints during 2008.
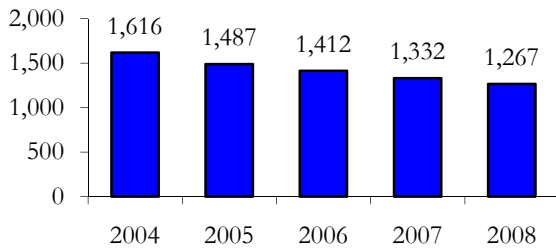
√ DCJS also conducted 1,325 crime scene searches against the NYPD Palm Print database and positively identified five crime scene palm prints during 2008.

Fingerprint Training

Training on fingerprint collection is critically important. If fingerprints are not taken properly, they cannot be matched against criminal history records. To ensure that individuals are skilled in the proper fingerprint collection techniques, OCJO staff regularly provide training on fingerprinting essentials to law enforcement. Personnel from other state and local agencies, which are responsible for collecting fingerprints associated with applications for certain occupations or licenses that require a criminal history background check, also received training from OCJO. Classes also are provided on latent print collection, analysis, comparison, evaluation and verification, in addition to searching and expert court testimony.

√ During 2008, OCJO provided training to 1,138 personnel from numerous state and local agencies.

Records Management

DCJS affirms the right of an individual to review and challenge his or her own criminal history record information (CHRI). There are two types of record reviews: a *Public Record Review* requiring fingerprints and a processing fee, and an *Inmate Record Review* which is provided free of charge to incarcerated individuals. Following an individual's review, he or she may challenge the accuracy or completeness of criminal history record information through an appeal process.

Record Reviews Conducted
(Annual)

Year	Reviews
2005	19,342
2006	23,520
2007	22,314
2008	25,348
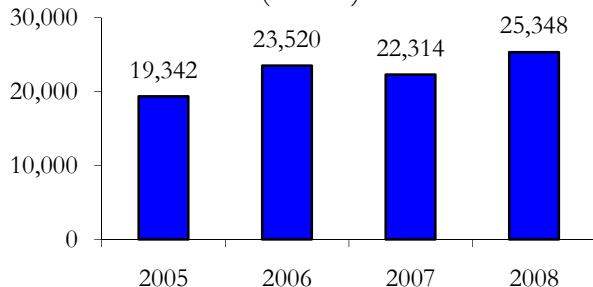
2004 data not available.

√ During 2008, a total of 25,348 Record Reviews were completed, an increase of 13% compared to 2007.

√ Of the 25,348 reviews completed, 62% were Inmate Record Reviews and 38% were Public Record Reviews.

Office of Criminal Justice Operations
Completeness of Criminal History Records

Each quarter, DCJS reviews all arrests on file that occurred at least two years ago, and reports on the percent of these with a complete disposition on file. OCJO continually works to improve the quality of criminal history information through its training efforts. During 2008, training efforts were primarily focused on the submission of correct disposition information to OCA for inclusion on the DCJS CHRI reports by means of electronic data transfer.

√   Four training sessions were held during 2008, involving more than 600 town and village court clerks and staff.

**Criminal Court Dispositions
on File - All Courts**
(Annual)

√   The number of all arrest events with a final disposition on the criminal history file increased slightly this year.
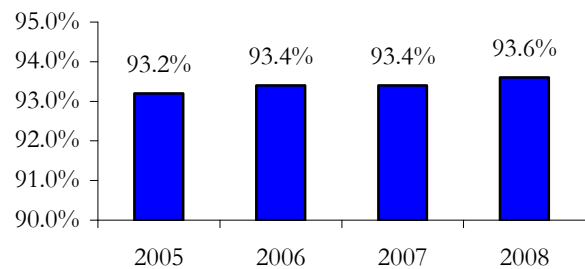
2004 data not available.

Office of Criminal Justice Operations
Operation SAFE CHILD

During 2005, the Operation SAFE CHILD program was implemented to raise awareness about child safety. Through a partnership with the New York State Police, New York State Sheriffs' Association, New York State Association of Chiefs of Police, 47 local law enforcement agencies, and DCJS, Operation SAFE CHILD cards are provided to parents and guardians throughout the State. These wallet-size cards contain a photograph, physical description information and two fingerprint images from the child.

Each SAFE CHILD partner has a goal to retain at least 90% of the records it processes. Records can only be retained with written consent of a parent or legal guardian. With consent, DCJS electronically stores the information on a secure server in the Missing and Exploited Children Clearinghouse at DCJS. Having this basic biographical information and photograph on file allows parents to immediately provide important details to police agencies investigating a child's disappearance, information that is critical to expediting the return of a missing child.

√ In 2008, a total of 86,618 SAFE CHILD records were processed, a decrease (-4%) as compared to 2007.

√ Since 2005, DCJS has retained 92% (265,587) of the 288,681 records processed through Operation SAFE CHILD.

Operation SAFE CHILD
Children Processed
(Annual)

Training

OCJO staff provided Operation SAFE CHILD training to law enforcement personnel throughout 2008. Law enforcement officers received training on the operation of the Livescan technology (Livescan is an inkless electronic fingerprinting system) and the processing of SAFE CHILD records.

√ During 2008, 43 law enforcement officers from SAFE CHILD partner agencies were trained.

Office of Criminal Justice Operations
Missing and Exploited Children Clearinghouse (MECC)

The Missing and Exploited Children Clearinghouse (MECC) was established by law to provide investigative support services for law enforcement agencies in connection with missing children cases, assistance to the family members of missing children, the delivery of community-based education programs to heighten awareness of the issue of missing children, and to reduce the incidence of missing children cases. MECC also administers the mandated statewide Missing Children Registry repository. The number of cases referred to MECC for case management assistance to family members and investigative support to law enforcement has been increasing each year since 2003.

Missing NYS Children Referred to MECC for Assistance
(Annual)
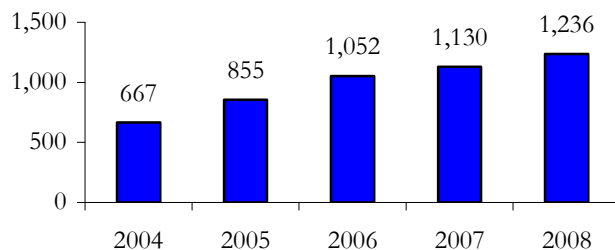
√ In 2008, the number of cases referred to MECC for assistance increased 9% as compared to 2007.

√ At the end of 2008, a total of 136 MECC cases were still active or pending, compared to 162 at the end of 2007.

The DCJS/MECC website is used to disseminate information to the public about missing children cases, and child safety in general.

DCJS /MECC Web Hits
(Annual)

√ The number of web hits to the DCJS/MECC website increased between 2004 and 2006. Web hits declined slightly (-4%) each year in 2007 and 2008.
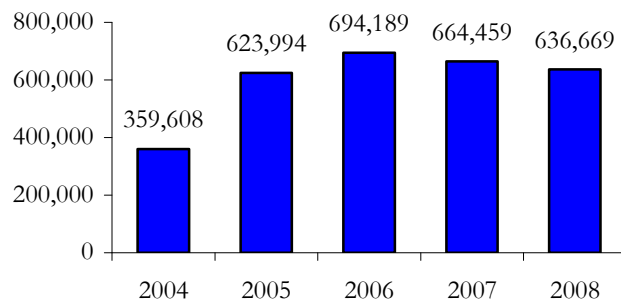
Office of Criminal Justice Operations

Training

To reduce crimes against children and promote child safety, MECC staff conduct presentations at community events and conferences throughout the state. As the need for Internet safety has continued to grow, MECC presentation requests have increased.

MECC Presentations
Number of Attendees
(Annual)

Presentations	2006	2007	2008
Internet Safety for Parents	718	869	804
Internet Safety for Children	2,933	3,577	11,058
Train the Presenter for Internet Safety	123	110	105
Internet Safety for Teachers	--	577	145
Violent Video Presentation	0	50	0
Total Attendees	**3,774**	**5,183**	**12,112**

√ During 2008, MECC staff made presentations to 12,112 parents, children, teachers and law enforcement, more than double the number served in 2007.

MECC also develops missing/abducted investigative strategies for police training programs.

MECC Training
Officers Trained
(Annual)

Training	2006	2007	2008
Missing/Abducted Child Investigation	50	319	97
NYS AMBER Alert Program for Law Enforcement	70	160	--
Missing and Abducted Children for First Responders and Initial Investigators	110	--	--
NCMEC International Missing/Abducted Children Investigator Program	75	--	--
Total Law Enforcement Officers Trained	**305**	**479**	**97**

√ A total of 97 police officers were trained in 2008. This decrease in training was largely due to a reduction in funds available for this purpose.

Office of Criminal Justice Operations
Most Wanted

In 2005, DCJS developed the Most Wanted web page in an effort to increase citizen participation in identifying and locating New York's most dangerous fugitives. The web page contains photos and criminal biographical information as well as apprehension status of fugitives. DCJS monitors apprehensions, website hits and calls to the toll-free telephone number (1-800-262-4321).

Most Wanted Apprehensions
(Annual)
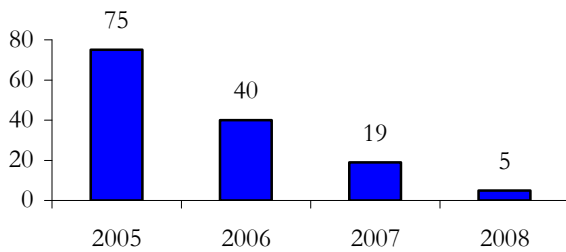
√ During 2008, there were five apprehensions, as compared to 19 apprehensions in 2007.

√ The number of web hits decreased by 20%, from 800,000 in 2007 to 600,000 in 2008.

√ The number of tips line calls increased from 56 in 2007 to 69 in 2008.

Office of Justice Information Services

Mission
To provide information technology services to the Division of Criminal Justice Services and its client agencies.

Scope of Operations
The Office of Justice Information Services (OJIS) provides support for all users of technology within the Division of Criminal Justice Services, the Division of Probation and Correctional Alternatives, the Crime Victims Board, the Office for the Prevention of Domestic Violence, the State Commission of Correction, and the Board of Examiners of Sex Offenders. In addition, OJIS provides support for systems and software used by local criminal justice agencies. OJIS works collaboratively as a member of the Integrated Justice Advisory Board (IJAB), a consortium of state-level criminal justice agencies in New York aimed at improving and sharing criminal justice information systems and data sharing across the state through the implementation of an Integrated Justice Portal. Agencies represented on IJAB include the Division of Criminal Justice Services, the New York State Police, the Department of Correctional Services, the Office of Homeland Security, and the Division of Parole. IJAB is the governance structure that enables criminal justice system-wide technology initiatives and ensures the interoperability of agency-specific undertakings. The Office of Justice Information Services includes six program areas:

- **Enterprise Development** supports the business functions and needs of DCJS by providing timely, accurate and complete data through efficient, effective and creative use of technology. Enterprise Development consists of three groups:
    - **Systems Transformation -** Provides large project development and analysis.
    - **Application Development and Support -** Provides project development and production support.
    - **Business Intelligence and Data Share -** Provides development and support of business intelligence and data share initiatives.
- **Technology Services** is responsible for providing technical infrastructure and support services for the agency. Staff is responsible for developing, maintaining and operating the agency's internal network infrastructure, databases on multiple platforms, and more than 40 different computer systems.
- **Customer Service** provides 24-hour user support for systems developed or supported by OJIS, and also supports the DCJS websites. Customer Service consists of three groups:
    - **Training and Support** - Works with local, state and federal criminal justice partners to enroll, train and support more than 48,000 users.
    - **Web Services** - Works with DCJS offices, the Public Information Office and other criminal justice partners to provide an accurate and easy-to-navigate web site for the criminal justice community and the public.
    - **Customer Contact Center (CCC)** - Serves as the face of the agency, answering questions on DCJS information systems. Staff also answer questions from the public by serving as the off-hours contact point for the Sex Offender Registry. Additionally, CCC is the Help Desk for the *e*JusticeNY Integrated Justice Portal. CCC activity associated with the Portal Help Desk has increased significantly in recent years as more services have been added to the Portal.

Office of Justice Information Services

- The **Project Management Office (PMO)** is responsible for Project Portfolio Management, development and promotion of DCJS' Project Management System and the effective use of IT resources. The PMO also provides or coordinates project management training and mentoring.
- The **Information Security Office** is responsible for implementing and supporting policies and procedures which protect the confidentiality, integrity, and availability of the Division's information and data resources. Areas of responsibility include: access control policies, information security testing and evaluation, ensuring compliance with federal, state, and DCJS policies, implementing and administering an information security risk assessment program, and ensuring that hardware and software in use meets current security requirements.
- **Systems Planning and Standards** coordinates the office budget and procurement of IT hardware, software and consulting services, including contract management. The group also is responsible for the identification, procurement and management of federal funding to support information technology initiatives.

Key Public Service Areas
- Ensure uninterrupted operation of critical criminal justice technology systems for users statewide
- Provide training and support services to all users of DCJS systems
- Develop and support applications for customers

Critical Objectives
- Ensure uninterrupted operation of mainframe, network and website operations
- Provide software and applications programs that enhance the ability of criminal justice agencies to reduce crime
- Provide support to all users of DCJS systems
- Ensure alignment of IT resources with agency priorities through project management
- Increase the number of criminal justice agencies enrolled in and using *e*JusticeNY

Office of Justice Information Services

Priority Initiatives

In 2008, three critical, multi-year projects were supported by significant agency information technology resources. These initiatives are all key to meeting the DCJS core mission of providing fingerprint identification services, criminal histories and other critical criminal justice information to all of New York's law enforcement agencies.

Migrate Mainframe Systems

DCJS is migrating its mainframe application processing systems to a new platform. This multi-year effort will move the agency's complex mainframe-based criminal history processing systems to a state-of-the-art service oriented environment. The processing systems, which currently run on outdated, unsupported hardware and software, support the core DCJS functions of 24-hour fingerprint processing and the provision of criminal histories (rapsheets) to law enforcement.

Replace SAFIS System

A critical upgrade to the Statewide Automated Fingerprint Identification System (SAFIS) is underway, and will replace outdated systems with technology that will eliminate reliance on unsupported hardware and software. DCJS' current fingerprint system, which was established nearly 20 years ago, now processes more than one million fingerprint transactions annually. In 2007, the project specifications and a procurement strategy were developed. A competitive RFP process was initiated in 2008, and the successful bidder began work in January 2009.

Establish Integrated Criminal Justice Portal

√ Since 2006, DCJS has been working with the New York State Police to implement an integrated portal that will merge the New York State Police Information Network (NYSPIN) and *e*JusticeNY to provide secure law enforcement information. During 2008, development of the new NYSPIN system was largely completed and rigorous integration, performance and user testing was initiated. Confirmation of system readiness was accomplished by May 2009, with deployment of the new application in June 2009.

√ In 2008, the New York Offender Assessment and Data Sharing (NOADS) technology project was initiated to assist re-entry efforts through information sharing and the use of automated assessment tools. COMPAS, an offender risk and needs assessment tool used by local probation departments, was made available through the Portal. The Division of Parole has initiated planning efforts to implement a COMPAS pilot during 2009.

√ In 2008, law enforcement users began accessing the Critical Infrastructure Response Information System (CIRIS) from the Portal. CIRIS is a sophisticated mapping tool which allows public safety personnel and state officials to quickly search for, locate and visualize information about critical assets and infrastructure components.

√ During 2009, standard data exchange mechanisms will be developed and an offender-related data repository will be accessible within the Portal to provide access to critical documents and data used by multiple criminal justice agencies, such as the Pre-sentence Investigation Reports (PSIs).
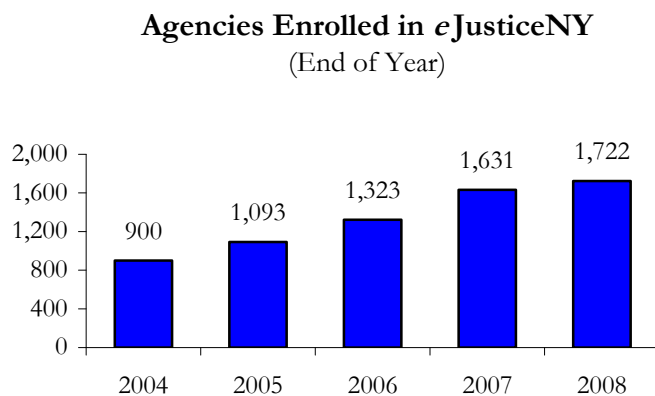
Office of Justice Information Services

*e*JusticeNY

*e*JusticeNY provides law enforcement with essential operational support, data and management information through a secure communications network. Through *e*JusticeNY, "one-stop shopping" provides immediate access to information on criminal history, offender photos, registered sex offenders, fugitives and offenders who owe DNA samples. User agencies include police departments, sheriffs' offices, courts, district attorneys' offices, county probation offices, New York State and New York City agencies and other organizations.

Enrollments and Usage

During the past three years, DCJS has been working to expand *e*JusticeNY access in anticipation of the rollout of the *e*JusticeNY Integrated Justice Portal. DCJS closely monitors enrollments in *e*JusticeNY and usage of enrolled agencies.

Agencies Enrolled in *e*JusticeNY
(End of Year)

Year	Agencies
2004	900
2005	1,093
2006	1,323
2007	1,631
2008	1,722

√ The number of agencies enrolled in *e*JusticeNY increased 91% since 2004, with 1,722 agencies enrolled at the end of 2008.

√ A total of 91 new agencies enrolled in 2008, primarily law enforcement agencies. Law enforcement agencies include local police departments, sheriffs with policing responsibilities, and the State Police.

Users electronically search *e*JusticeNY for comprehensive criminal history information by using either the offender's name or New York State Identification Number (NYSID). A rapsheet, including the photo taken at last arrest, is returned to the user when an inquiry matches a criminal history record. Inquires are conducted in the course of criminal investigations.

Individuals Enrolled in *e*JusticeNY
(End of Year)

√ At the end of 2008, more than 47,000 individuals were enrolled in *e*JusticeNY, an increase of 7% from 2007.

Year	Individuals
2004	24,675
2005	26,999
2006	32,532
2007	44,047
2008	47,054
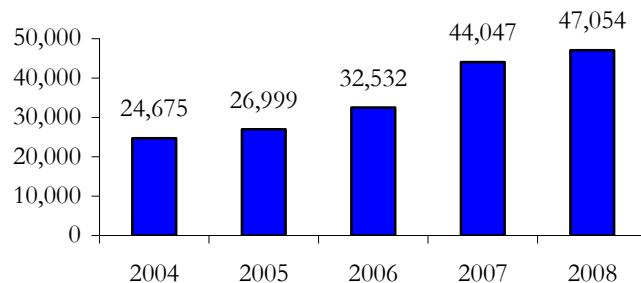
Office of Justice Information Services

eJusticeNY
Total Offender Inquiries in Millions
(Annual)
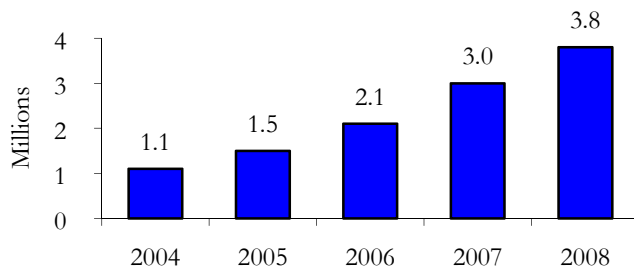
√ eJusticeNY usage continued to increase dramatically in 2008. A total of 3.8 million inquiries were conducted in 2008, an increase of 27% as compared to 2007.

Prior to 2001, with minor exceptions for local courts, the only way for local agencies to run a rapsheet (criminal history record), was through a NYSPIN terminal. Once eJusticeNY began to be phased-in, users could run a rapsheet that included a photo and was more user-friendly. As part of the new Portal, all rapsheets will be run through eJusticeNY and include a photo. In 2007, DCJS and New York State Police worked to ensure that customers transfer to eJusticeNY to run their rapsheets, and discontinue using NYSPIN to run the old-style rapsheets. To monitor the transition, DCJS established a goal to reduce the percentage of rapsheets being run through NYSPIN to 1% by the end of 2008. During 2008, significant progress was made in moving criminal justice agencies from NYSPIN to generate criminal history information to eJusticeNY.

Rapsheets: eJusticeNY vs Mainframe
(Quarter)

√ During the fourth quarter of 2008, an average of 1% of all rapsheets were run through NYSPIN, as compared to an average of 17.3% during the first quarter of 2007.
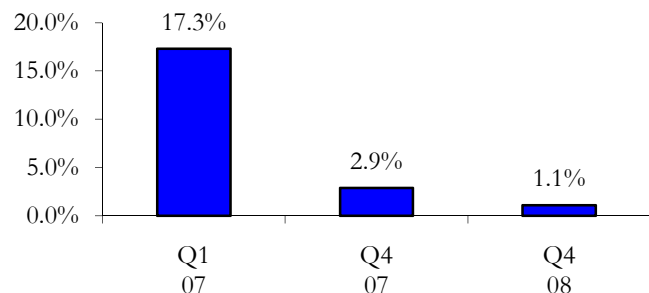
DCJS monitors eJusticeNY response times for rapsheet requests and name search inquiries. Good response time is critical to DCJS customers, and it can be negatively impacted by more users or new eJusticeNY releases and functionality. The average response time is the time (in seconds) from when the request for a rapsheet or criminal history information is made and the actual return of the rapsheet data or criminal history information to the user.

Office of Justice Information Services

√ Average response times to generate a rapsheet improved dramatically in 2007 and remained at the same improved levels through 2008.

√ The average response time in 2007 and 2008 was 9 seconds.

eJusticeNY Average Response Time Rapsheet Requests in Seconds
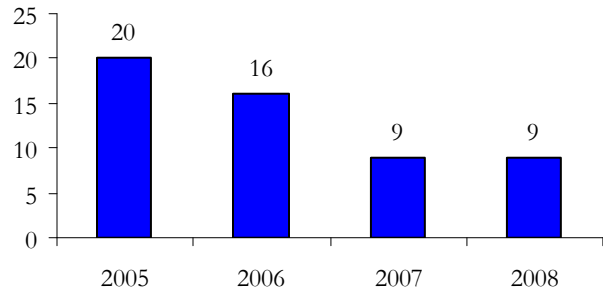
eJusticeNY Average Response Time NameSearch Inquiries in Seconds
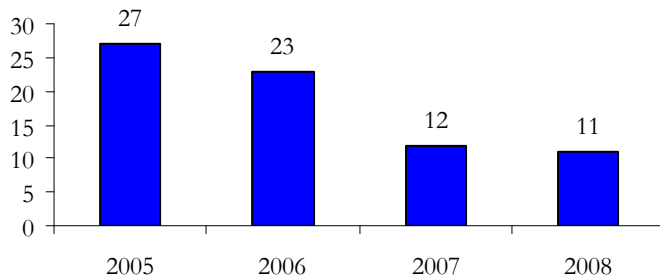
√ The average response time for name search inquiries has continued to improve, from 27 seconds in 2005 to 11 seconds in 2008.

Training

OJIS staff regularly provide training on *e*JusticeNY to ensure that new users can access critical criminal justice information, and learn about new features and reports available on *e*JusticeNY. In addition to the training provided, all *e*JusticeNY users can call the DCJS Customer Contact Center at any time for technical assistance and support. CCC operates a 24-hour help desk which serves all *e*JusticeNY customers; see page 20 of this report for more information. In 2008, DCJS trained more than 2,600 staff outside DCJS in the use of *e*JusticeNY.

_e_JusticeNY Participants Trained
(Annual)
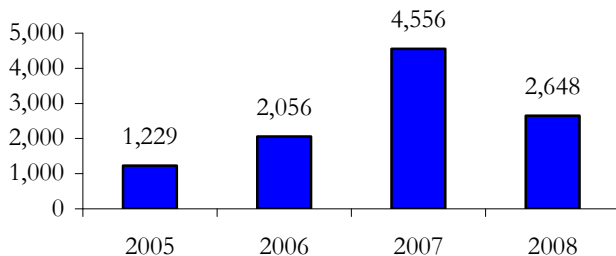
√ 99 training sessions were conducted by OJIS in 2008.

√ 2,648 criminal and civil agency personnel were trained in 2008, a decrease (-42%) from 2007. The large number trained in 2007 coincided with the dramatic increase in *e*JusticeNY enrollments.

Office of Justice Information Services

Store and Forward

DCJS developed and implemented Store and Forward to reduce arrest and fingerprint processing time and improve the quality of fingerprint searches. Store and Forward is an electronic interface that links remote fingerprinting sites to the Division's Statewide Automated Fingerprint Identification System (SAFIS). Agencies that process fingerprints through Store and Forward transmit arrest fingerprint images and mug shots electronically to DCJS and receive a full criminal history (rapsheet) in time for offender arraignment, which is key to public safety.

Law Enforcement Agencies Participating in Store and Forward
(End of Year)

Year	Agencies
2004	125
2005	161
2006	197
2007	210
2008	224
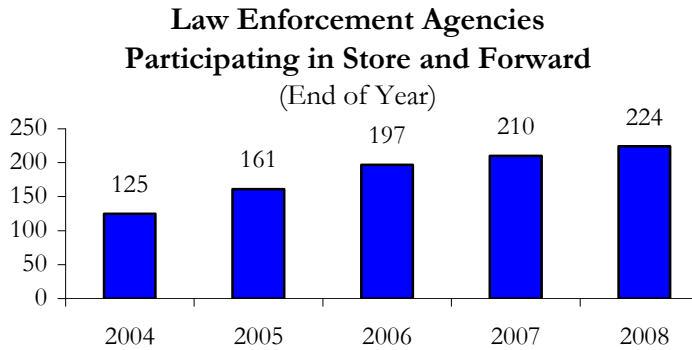
√ DCJS has made steady progress in increasing the number of agencies participating in Store and Forward. As of December 2008, 224 law enforcement agencies had Store and Forward capability, an increase of 14 agencies as compared to 2007.

Mainframe System Operations

Uptime is monitored for four agency systems: *e*JusticeNY, DCJS Mainframe, CXL (SAFIS), and IXL (SAFIS). A goal of 99% of uptime has been established for the four main agency systems.

_e_JusticeNY provides law enforcement with essential operational support, data and management information through a secure communications network.

_e_JusticeNY Uptime
(Annual)

Target = 99%

Year	Actual
2004	97.0%
2005	96.7%
2006	97.2%
2007	97.6%
2008	97.5%

Actual — Target
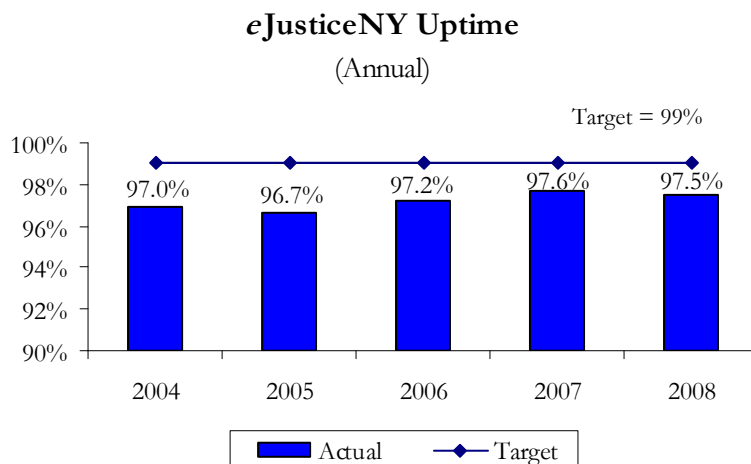
√ *e*JusticeNY uptime remained below the 99% target in 2008. DCJS is working to improve uptime through software upgrades.

Office of Justice Information Services

DCJS Mainframe is a legacy system that had served as the principal computer platform for DCJS databases and interface with outside agencies through the mid-1990s. Since then, much of the functionality on the mainframe has been migrated to a new three-tiered client server architecture. This migration process is expected to be completed within the next two years. In the interim, the mainframe serves as the processing engine for a number of critical programs including the Automated Fingerprint Identification System (AFIS). It also serves as the system for processing court dispositions and National Crime Information Center (NCIC) services.

√ Over the past five years, OJIS has exceeded its goal of 99% uptime for DCJS Mainframe.

DCJS Mainframe Uptime
(Annual)

Target = 99%

Year	Actual
2004	99.4%
2005	99.4%
2006	99.6%
2007	99.5%
2008	99.4%

CXL (SAFIS) is the information system for identification processing of crime scene (latent) prints against a subset of the fingerprint images maintained on the IXL (all criminal prints). CXL SAFIS maintains electronic images of all 10 fingers for each record for searching. CXL searches can be generated by DCJS staff and by staff in criminal justice agencies that run the regional CXL units.

CXL (SAFIS) Uptime
(Annual)

Target = 99%

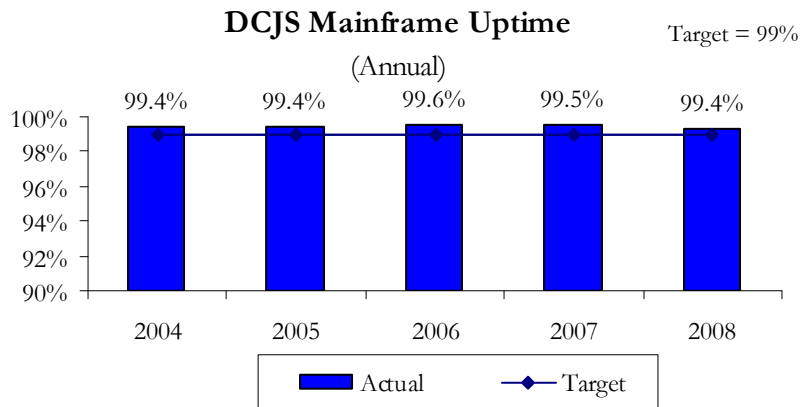| Year	Actual
2004	99.7%
2005	99.9%
2006	99.8%
2007	99.8%
2008	99.9%
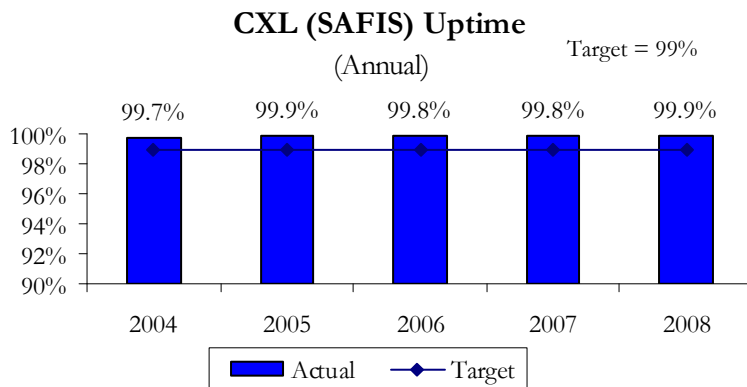
√ OJIS has consistently exceeded it goal of 99% uptime for CXL (SAFIS).

IXL (SAFIS) is the information system responsible for the identification processing of all fingerprint submissions received from authorized civil and criminal contributors. IXL receives electronic input from agencies submitting through the Store and Forward system and from hard copy fingerprint cards mailed to DCJS and loaded into SAFIS. Many Store and Forward sites now electronically submit images into SAFIS using the Gateway Service Provider (GSP), eliminating a prior step whereby the prints had to be printed and manually re-acquired into SAFIS. IXL SAFIS uses two fingers in its searching process and includes every fingerprint record maintained by DCJS.

Office of Justice Information Services

IXL (SAFIS) Uptime
(Annual)

Target = 99%

99.7% 99.6% 99.7% 99.6% 99.6%

√ During the past five years, OJIS has exceeded its goal of 99% uptime for IXL SAFIS.
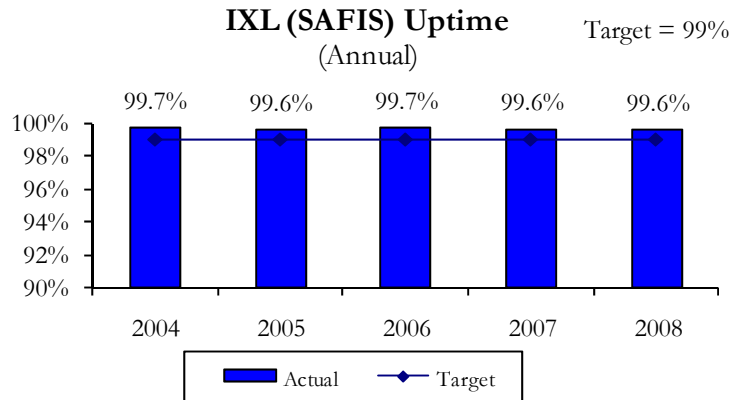
Customer Contact Center

The Customer Contact Center (CCC) is the 24-hour help desk service for customers who need assistance with software, computer operations and other operational issues. CCC supports customers within DCJS, agencies hosted by DCJS and law enforcement agencies throughout the state. CCC acts as a gatekeeper and relies on other operational areas to resolve many technical problems. Calls are triaged by CCC staff. Many of the problems are resolved by CCC staff and are not assigned to an operational area for resolution. In 2008, there were significant increases in the workload for this unit.

Calls and Requests Received by DCJS CCC

	2004	2005	2006	2007	2008	07 vs 08 % Change
DCJS Requests	10,813	11,220	11,688	14,528	21,613	49%
External Agencies	9,444	13,305	19,025	28,940	27,590	-5%
Total	**20,257**	**24,525**	**30,713**	**43,468**	**49,203**	**13%**

√ During 2008, the total number of calls handled by CCC increased (+13%) from 2007, due in part to a change in reporting protocols for DCJS requests. In addition, IT physical relocations and an increased number of sex offender-related calls contributed to the increase.

√ 56% of the requests for assistance were from external criminal justice and civil agencies during 2008.

**Calls and Requests
from External Law Enforcement
Agencies**

9,444 13,305 19,025 28,940 27,590
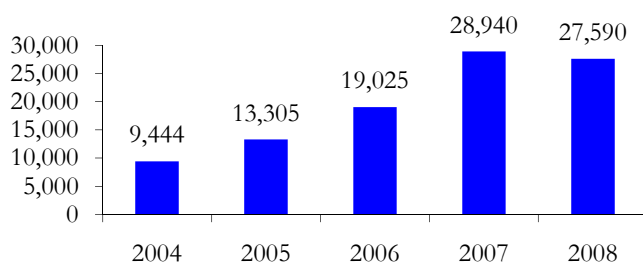
√ Calls originating from external criminal justice and civil agencies increased dramatically in 2007 coinciding with the *e*JusticeNY rollout and have essentially remained at higher levels in 2008.

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Office of Justice Information Services

Calls that cannot be resolved by CCC staff are assigned to the appropriate IT operational area. Of the 49,203 calls made to CCC during 2008, 20,759 resulted in a CCC ticket. CCC classifies tickets into one of four priorities. Each priority has a specific response time goal. Response time is measured from the time the call is logged by CCC to the time the assigned operation area responds to the call. It does not measure the time it takes to resolve the problem.

Priority 1 Tickets – CCC seeks to respond to all Priority 1 tickets within 30 minutes. Problems classified as Priority 1 consist of major system or network outages which impact a large number of users and where no workaround exists.

Priority 2 Tickets – CCC seeks to respond to all Priority 2 tickets within one hour. Problems classified as Priority 2 consist of system outages with no workaround and an impact on two to five users, or users unable to log on to the Novell network.

Priority 3 and 4 Tickets – CCC seeks to respond to all Priority 3 and 4 tickets within 8 business hours. Problems are classified as Priority 3 and 4 when a temporary workaround exists and there is no immediate urgency.

CCC – Tickets Opened
(annual)

Ticket	2004	2005	2006	2007	2008	07 vs 08 % Change
Priority 1	668	294	462	683	608	-11%
Priority 2	750	1,055	1,408	1,574	1,033	-34%
Priority 3 & 4	18,839	23,176	28,876	41,211	47,562	15%
Total	20,257	24,525	30,746	43,468	49,203	13%

√ During 2008, the number of tickets opened for Priority 3 and 4 tickets increased (+15%), while Priority 1 and Priority 2 tickets each declined.

√ Overall, CCC responded to 86% of all tickets on time during 2008, despite an increase (+13%) in workload. This was accomplished through the implementation of a new tracking process for open tickets.

Percent of Tickets Responded to On Time

2005	2006	2007	2008
87%	87%	79%	86%
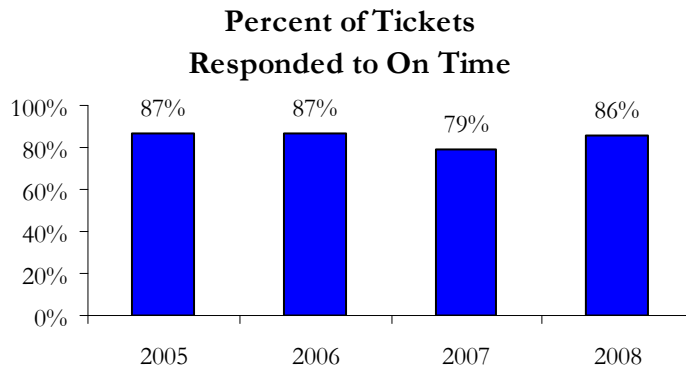
Office of Justice Information Services

Project Management Office

In 2005, DCJS established a Project Management Office (PMO) within the Office of Justice Information Services. The PMO was established to better account for DCJS Information Technology resources and to ensure alignment of these resources with the agency's priorities. The PMO monitors all Information Technology projects.

When a project requires a significant amount of IT resources or has major policy implications, a comprehensive analysis called a Business Case must be prepared. Business Cases can be sponsored by DCJS and hosted agency executive staff and are prepared in conjunction with IT staff. Project size can range from a request that involves 80 hours of staff effort to a multi-million dollar project that involves months or years of effort. Projects must be reviewed and approved by the IT Executive Review Board, which includes many DCJS Executive staff members, before work can begin.

The PMO has also established a formal process to review requests for services for smaller projects. DCJS executive staff, hosted agencies and outside agencies can submit a service request for IT services when it is estimated that less than 80 hours of IT effort will be needed.

Business Cases
(Annual)

	2006	2007	2008
Reviewed	25	17	12
Approved	24	15	12

Service Requests
(Annual)

	2006	2007	2008
Submitted	155	159	124
Approved	120	119	105
Completed	93	109	77

During 2008, the number of service requests and approvals for smaller projects decreased due to a redirection of agency resources to the mainframe migration project. The migration project also impacted the volume of Business Cases reviewed and approved.

√ During 2008, the IT Executive Review Board considered 12 Business Cases for major projects. All of these were approved.

√ During 2008, the PMO approved 105 Service Requests submitted by DCJS, Division of Probation and Correctional Alternatives, the Office of Court Administration, and other agencies.

√ OJIS completed and delivered 77 Service Requests to customers in 2008.

Office of Public Safety

Mission
To provide training, technical assistance and support to enhance public safety within New York State.

Scope of Operations
The Office of Public Safety (OPS) includes the following five program areas:

- The **Operation IMPACT Unit** - Coordinates New York State's comprehensive crime-fighting program designed to achieve crime reduction through data-driven strategies. Established in 2004, Operation IMPACT supports crime reduction within the 17 counties that account for 80 percent of the crime reported outside New York City. Staff support includes project management and training in the areas of crime analysis, field intelligence, and investigations. The IMPACT counties are: Albany, Broome, Chautauqua, Dutchess, Erie, Monroe, Nassau, Niagara, Oneida, Onondaga, Orange, Rensselaer, Rockland, Schenectady, Suffolk, Ulster and Westchester.
- **Technical Assistance Team** - Provides expert assistance in the areas of crime analysis, field intelligence, investigative support and crime reduction to the IMPACT jurisdictions. This team also is responsible for providing technical assistance to the local Crime Analysis Centers in Buffalo, Rochester, Syracuse and Albany. OPS provides oversite for these centers. The mission of the centers is to provide a centrally-located unit that conducts in-depth analysis of all county crime incident data.
- **Law Enforcement Training Unit** - Coordinates and delivers police officer training in such areas as officer safety, criminal investigation, crime analysis, field intelligence, traffic safety, law enforcement skills, and executive law enforcement issues. It also is responsible for administration of the Law Enforcement Accreditation Program.
- **Administrative Services -** Maintains a registry of all police and peace officers in New York State. Maintains records of all mandated training for police and peace officers and security guards. In addition, it is responsible for overseeing mandated training programs for these officers.
- **Highway Safety Technology -** Maintains and certifies the calibration of speed and alcohol detection instruments utilized by municipal police departments throughout the state. Maintains a database of critical DWI data to be used for targeted enforcement and education initiatives.

Key Public Service Areas
- Support Operation IMPACT jurisdictions to ensure effective implementation of data-driven crime reduction strategies
- Provide comprehensive crime analysis capability through implementation of high-tech Crime Analysis Centers
- Provide expert technical assistance to IMPACT jurisdictions
- Oversees mandated police and peace officer and security guard training programs in New York State
- Provide training to New York State's law enforcement community
- Administer the Law Enforcement Accreditation Program
- Repair and certify speed and alcohol detection equipment

Critical Objectives
- Assist localities with crime reduction
- Provide quality training
- Increase the number of accredited local law enforcement agencies
- Provide timely repair and certification of speed and alcohol detection equipment

Office of Public Safety

Support for Operation IMPACT

Staff dedicated to Operation IMPACT spend extensive time in the field.

√ OPS IMPACT "Ambassadors" act as DCJS liaisons and provide day-to-day program support to more than 50 law enforcement agencies and 17 district attorneys' offices that participate in IMPACT partnerships. OPS staff monitor the crime conditions and assist in strategy implementation for each site.

√ OPS IMPACT staff routinely participate in local IMPACT monthly meetings. In 2008, staff attended 160 locally-held Operation IMPACT meetings.

√ Each month, the DCJS Commissioner hosts an IMPACT Crime Trends meeting during which one IMPACT partnership presents an analysis of its crime problems, and outlines strategies being implemented to address those problems. The meetings also provide law enforcement leaders with a forum to voice concerns and identify needs. In addition to DCJS employees, attendees include executives from the primary IMPACT police department, district attorney's office, probation and sheriff's office, and Parole, the Division of Probation and Correctional Alternatives, State Police, Office for Prevention of Domestic Violence, and State Liquor Authority.

In 2007, OPS established an IMPACT Technical Assistance Team to provide expert assistance in the areas of crime analysis, field intelligence and investigative case support. The team, consisting of retired law enforcement officials with extensive investigative and administrative experience, and individuals with expertise in crime analysis and information technology, provided assistance and training in the following areas in 2008:

√ The four-member team supported development of local Crime Analysis Centers in Buffalo, Rochester and Syracuse, and began work on developing a fourth Crime Analysis Center in Albany. The mission of the centers is to provide a centrally located unit responsible for conducting in-depth analysis of county crime incident data. The Rochester, Buffalo and Syracuse centers opened in 2008, and the Albany center is scheduled to open in 2009.

√ The team coordinated and delivered 47 training courses on topics such as: debriefing techniques for field intelligence officers, major crime investigations, Justice Xchange, crime analysis and DNA collection in burglary cases. A total of 721 law enforcement and crime analysis personnel were trained by the IMPACT Technical Assistance Team in 2008.

√ In addition to training, the IMPACT Technical Assistance Team provided 298 days of on-site technical assistance in 16 of the 17 IMPACT jurisdictions. Technical assistance ranges from providing command staff with help in developing strategies to identify and address crime patterns, to assisting in strengthening the case management skills of the detective squad.

√ The IMPACT Technical Assistance Team assisted IMPACT partnerships in the preparation and execution of six warrant initiatives that resulted in the apprehension of more than 600 individuals.

Office of Public Safety

Information sharing is another critical cornerstone of Operation IMPACT. All IMPACT funded agencies are required to report their crime statistics to DCJS within 30 days, and are contractually required to use several critical statewide information sharing systems, including the Safe Automated Fast Event Tracking Network (SAFETNet) and the New York State Criminal Gun Clearinghouse.

SAFETNet is the state's de-confliction system that maintains information on targets and locations currently under investigation. Police agencies that register targets immediately learn if the target is the subject of another investigation, promoting interagency coordination and ensuring officer safety. OPS staff closely monitor SAFETNet submissions for IMPACT agencies.

Safetnet Target Submissions by IMPACT Police Departments
(Annual)
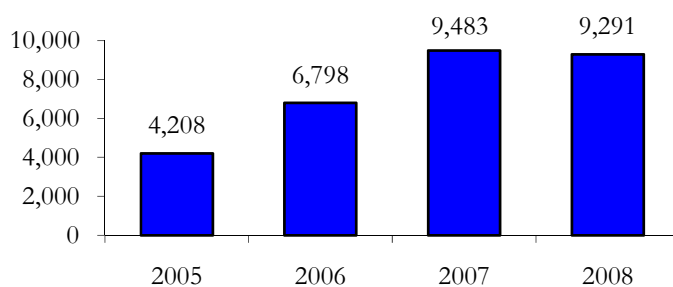
√ The number of investigative targets entered into SAFETNet by the 17 primary IMPACT jurisdictions increased dramatically through 2007 and remained at the increased submission level in 2008. Every IMPACT site actively participates. A total of 9,291 targets were submitted in 2008.

Crime Gun Activity

Operation IMPACT contracts require participating agencies to share information about firearms. When law enforcement agencies outside of New York City recover a firearm that was used in a crime or suspected to have been used in a crime, the agency sends a detailed message about the crime gun to the New York State Criminal Gun Clearinghouse. This message is sent through the New York State Police Information Network (NYSPIN) and is called a GGUN transaction. The clearinghouse, which is part of the New York State Police, transmits this information to the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) for analysis and investigation. New York City provides crime gun information directly to ATF.

Law enforcement agencies also are required to transmit an electronic record through NYSPIN for all guns that that are reported as lost or stolen. The Criminal Gun Clearinghouse compares the stolen/lost gun records to the Crime Gun records and generates a hit notice for all matches. These hits provide valuable investigative leads on both the initial theft of the gun and any subsequent crimes committed with the gun.

In addition, IMPACT jurisdictions are required to submit crime guns and any ballistic evidence found, such as bullets or shell casings, to their local forensics laboratory for analysis. Subsequent to lab testing, forensic information from the gun and any ballistic evidence is then entered into shared forensic databases where forensic information can link recovered firearms to ballistic profiles from other crime scenes. This multi-faceted approach to processing and sharing information from firearms helps law enforcement solve crimes and investigate gun activity.

Office of Public Safety

Crime Gun Activity
Primary IMPACT Jurisdictions
2006 - 2008

	2006	2007	2008	07 vs 08 % Change
Crime Guns Recovered	5,274	4,719	3,153	-33%
Crime Gun Transactions via NYSPIN	2,426	2,606	2,696	3.5%
Guns Submitted to Lab for Testing	2,414	2,566	2,578	0.5%

√ Primary IMPACT departments reported recovering 3,153 crime guns during 2008, a decrease of 33% compared to 2007.

√ Primary IMPACT departments made 2,696 crime gun transmissions via NYSPIN during 2008, an increase of 3.5% compared to 2007.

√ Primary IMPACT departments submitted 2,578 guns to the lab during 2008, about the same (+0.5%) as 2007.

Law Enforcement Training

OPS facilitates and provides direct training to law enforcement officers in areas such as criminal investigation, officer safety, traffic safety, law enforcement skills and executive management.

OPS Training Courses Held
(Annual)
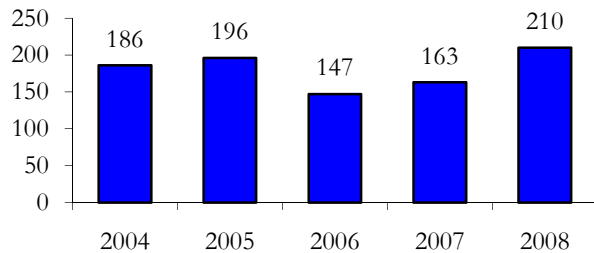
√ During 2008, 210 training courses were held around the state, a 29% increase as compared to 2007.

Course participants complete a course evaluation survey for each course they participate in, and are asked to rate the course on a scale of 1 (Poor) through 5 (Excellent). OPS has established a target rating of 5 for all courses.

OPS Course Satisfaction Rating
(Annual)
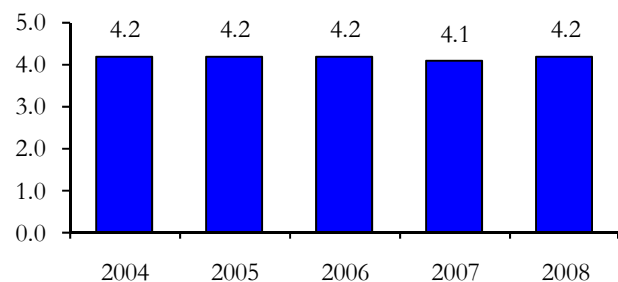
√ Since 2004, the course satisfaction rating has consistently averaged over 4.0 (Very Good) for all courses provided. Ratings increased slightly during 2008.

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Office of Public Safety

Personnel Trained by OPS
(Annual)
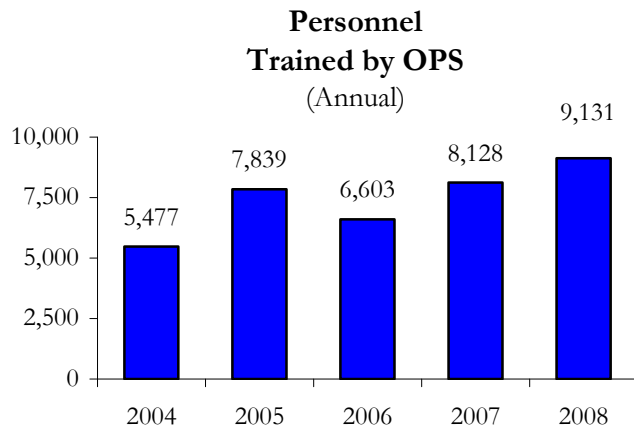
√ During 2008, 9,131 personnel were trained from the law enforcement community across the state, including officers and staff at the state, county and local levels.

OPS Training Held and Personnel Trained
2008
(Annual)

| Course Categories	Courses Offered	Personnel Trained
Investigative - Prescription Drug Abuse, Extremist Hate Group Seminar, Undercover Operations	68	2,828
Street Enforcement - Illegal Gun Trafficking Training, Graffiti Crimes, Civil Enforcement Strategies to Address Public Nuisance	21	1,351
Leadership/Executive and Professional Development - Law Enforcement Accreditation Program Manager, Legal Issues for New York Law Enforcement Officers Training, Courtroom Testimony	17	830
Crime Analysis - Critical Infrastructure Response Information System (CIRIS), CAC Orientation, Visual Analytics Incorporated Training	19	343
Traffic - DataMaster DMT Operator Update, Commercial Vehicle Enforcement, NYPTI Conference - Breath Instruments	34	817
Specialized Training - Properly Handling the Animal Cruelty Case, "STEPS" - the Multidisciplinary Path Toward Enhancing Police Services to Elderly Persons	10	499
Terrorism - Counter Terrorism Train the Trainer	1	29
OPS Facilitated for Another DCJS Office - Human Trafficking, Sex Offender Management, *e*JusticeNY	25	882
OnLine Training - BAC Re-certification	-	651
Conference/Seminar Presentations - Fraudulent Documents: A Risk to the Financial Industry	5	449
Youth - School Violence and Safety Training, D.A.R.E. Supplemental Lesson Plan, School Resource Officer Training, D.A.R.E. Elementary Component Instructor	7	377
DCJS Staff Development - Orientation (1 Day and 2 Day)	3	75
Total Law Enforcement Personnel Trained During 2008	210	9,131

√ During 2008, training courses covering illegal gun trafficking, legal issues for law enforcement officers and human trafficking were among the courses with the greatest number of participants.

Office of Public Safety

Law Enforcement Accreditation

The Law Enforcement Accreditation Program has operated since 1989. To become an accredited law enforcement agency, police agencies must meet 132 standards, undergo a three-day assessment and be approved by the New York State Law Enforcement Council. Accreditation provides formal recognition that a law enforcement agency meets expectations of quality, and has implemented sound and effective policies.

Accredited Law Enforcement Agencies
(End of Year)

Year	Value
2004	107
2005	111
2006	116
2007	123
2008	124
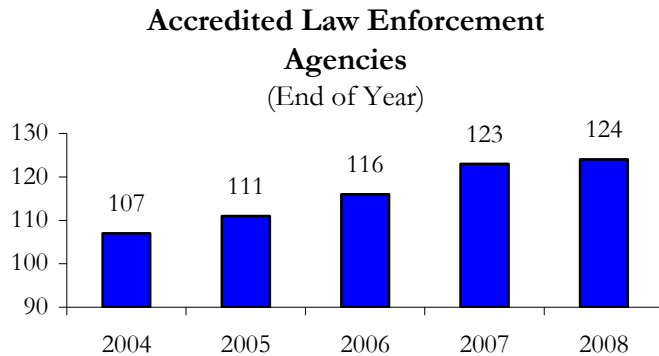
√ The number of law enforcement agencies earning accreditation has increased steadily since 2004, with 124 law enforcement agencies accredited as of December 2008.

√ During 2008, four law enforcement agencies were newly accredited. Due to a consolidation of two accredited agencies and two agencies failing to be re-accredited, there was a net gain of only one.

√ As of December 2008, nearly 50% of law enforcement officers working outside of New York City worked for accredited agencies.

Registry and Training Records Processing

Under Executive Law, DCJS is required to maintain a central registry of police officers and peace officers. In addition, DCJS maintains records of mandated training of these officers and private security guards. OPS fulfills that obligation.

Registry Records Processed
(Annual)

√ During 2008, OPS processed 18,071 registry records. This includes all transactions (additions and removals) required to keep the registry current.

Year	Value
2004	21,214
2005	19,380
2006	28,150
2007	28,584
2008	18,071
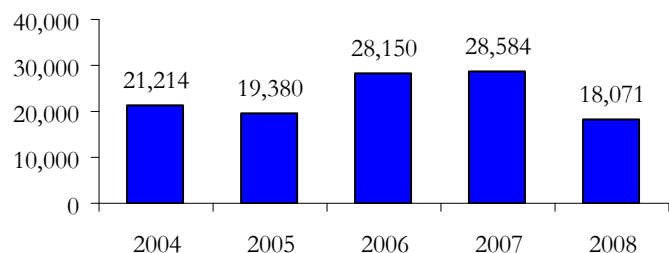
Training Records Processed
(Annual)
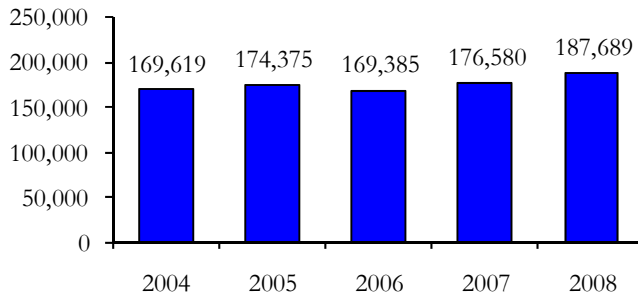
√ During 2008, OPS processed 187,689 training records.

Equipment Repair

OPS operates an equipment repair center where most law enforcement agencies bring their speed and alcohol instruments for repair and calibration. Law enforcement agencies are required to certify annually that their speed and alcohol detectors are working properly. Certification is obtained by bringing the equipment to DCJS, where it is calibrated and certified for use. Customers rate their service satisfaction on a scale of 1 (Poor) to 5 (Excellent). DCJS continued to provide outstanding service to law enforcement agencies during 2008.

OPS Instruments Repaired/Certified
(Annual)
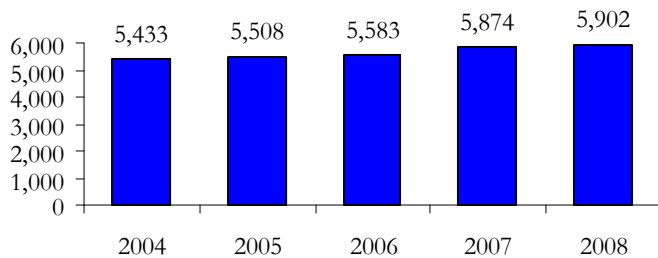
√ The number of instruments repaired/certified increased (+5%) in 2007 and remained at the higher level in 2008. This increase is due to the implementation of the DataMaster Replacement Grant, which requires that DCJS staff certify new DataMaster equipment and re-certify older equipment.

Over the past five years, the equipment repair center has consistently earned an overall satisfaction rating of "Excellent" from its customers.

√ During 2008, all repairs and certifications were conducted within two days.

√ The equipment repair center continued to earn consistent satisfaction ratings of "Excellent" throughout 2008.

OPS Equipment Repair Satisfaction Rating
(Annual)
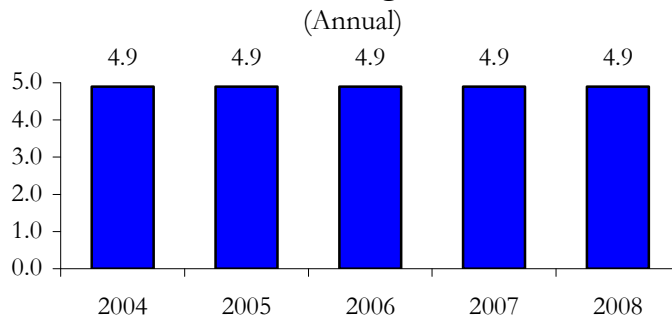
Office of Sex Offender Management

Mission
To protect the public, ensure effective management and supervision of sex offenders and reduce recidivism.

Scope of Operations

The enactment of the Sex Offender Management and Treatment Act (SOMTA) in 2007 created the Office of Sex Offender Management (OSOM) within the Division of Criminal Justice Services. The office has statewide responsibility for sex offender management and advises the Governor and Legislature on the most effective ways to address sex offender-related issues. The office also coordinates interagency initiatives and establishes standards and guidelines concerning how to best manage, treat and supervise sex offenders. Additionally, OSOM conducts training and outreach for judges, district attorneys, law enforcement and parole and probation officers. The 2007 legislation also established a system to civilly confine or manage certain sex offenders, and OSOM coordinates interagency activities associated with the civil management process.

The office has four units:

- OSOM oversees the **Sex Offender Registry** which has over 28,000 offenders. The Registry maintains a database of sex offenders and provides information to the public regarding registered sex offenders through a toll-free telephone number and a public website.
- The **Legal Unit** handles legal and policy matters concerning civil management, the Sex Offender Registry, and the Board of Examiners of Sex Offenders. The unit also conducts legal education.
- The **Research and Policy Unit** studies issues including the treatment, supervision and management of sex offenders, and develops standards and best practices in these areas.
- The **Training and Outreach Unit** leads public awareness, outreach and prevention campaigns, trains law enforcement professionals and works with other groups to advocate for victims.

Key Public Service Areas
- Maintain the Sex Offender Registry and ensure convicted offenders are registered and assessed for risk
- Provide training, guidance and information to criminal justice professionals on sex offender management
- Provide Registry information to the public
- Coordinate the civil management process

Critical Objectives
- Process registration forms within specified timeframes
- Provide training and outreach to agencies regarding civil management
- Reduce the number of offenders with a pending risk level
- Increase public usage of the Sex Offender Registry public website
- Improve the accuracy of Sex Offender Registry information by working with law enforcement to verify addresses, and to apprehend and prosecute those who abscond or fail to register

Office of Sex Offender Management

The Sex Offender Registration Act (SORA) requires offenders to register their addresses with the state and authorizes law enforcement to notify the public about certain sex offenders living in their communities. Legislation enacted over the past 11 years has increased the number of crimes for which offenders are required to register. This, in conjunction with the fact that no offenders have yet been removed from the Registry, due to the minimum 20 year registration requirement, has resulted in a steady increase in the number of registered sex offenders. As of December 31, 2008, a total of 28,017 offenders were on the NYS Sex Offender Registry (SOR).

Sex Offenders on Registry
(End of Year)

Year	Count
2004	20,316
2005	22,227
2006	24,328
2007	26,002
2008	28,017
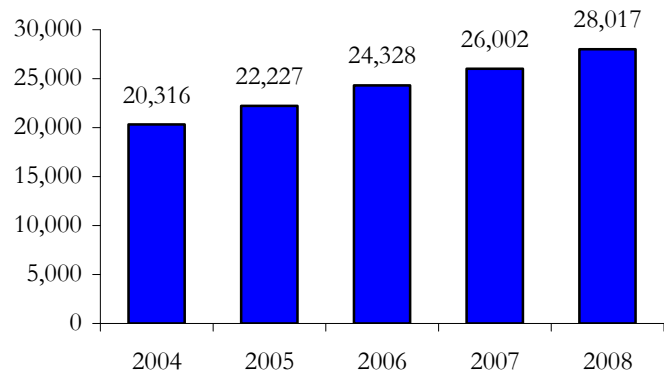
Sex Offender Registration

Registration forms signed by the offender are forwarded to SOR by state and local courts, local jails, and DOCS. For those offenders released from custody, the registration forms are prepared and forwarded 10 days before release. SOR also registers offenders convicted in other jurisdictions who reside in New York State.

Sex Offender Registry Registration Forms Processed
(Annual)

Year	Count
2004	2,729
2005	2,263
2006	2,390
2007	2,131
2008	2,182
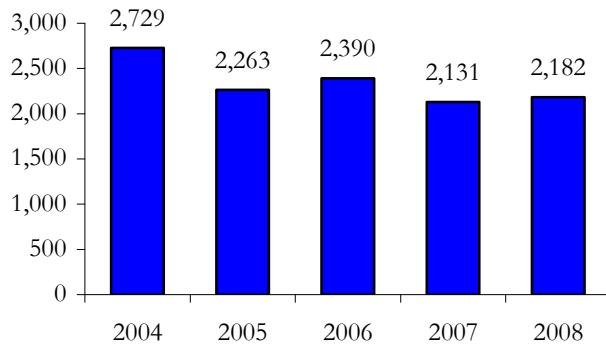
√ During 2008, 2,182 registration forms were processed, an increase of 2% from 2007.

To ensure that information on newly registered sex offenders becomes available to the public as quickly as possible, SOR has established targets for timely data entry of registration forms into the SOR database. Registration forms that contain all mandatory data have a target entry date of one day from the date of receipt. Many registration forms submitted to the Registry are missing information and require extensive follow-up by staff. For these forms, the target timeframe for data entry is two days.

Office of Sex Offender Management

Registration Forms
% Processed Within Standard
(Annual)
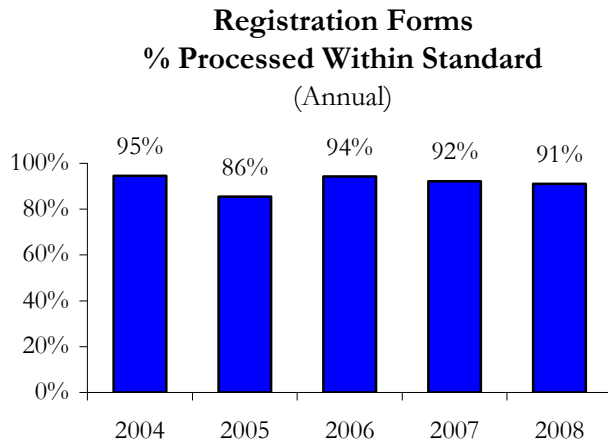
√ During 2008, 91% of sex offenders were registered within SOR standards.

√ The SOR also processed 27,157 Change of Address forms during 2008, up 29% from 2007.

Establishing Risk Levels for Sex Offenders

A critical objective of sex offender management is to maintain up-to-date information on the Registry and ensure that convicted sex offenders are assessed for risk. Information on Level 2 and Level 3 offenders, those considered to be at a higher risk of re-offending, is posted on the public website. Until a risk level in place, no active community notification can occur and cases cannot be posted to the public Sex Offender Registry website. Information about all sex offenders is available via this toll-free phone number: 1-800-262-3257.

NYS Sex Offender Registry
By Risk Level
(End of Year)

Risk Level	2004	2005	2006	2007	2008	Percent of 2008 Total
Level 1 Offenders	6,524	7,619	8,653	9,383	10,326	37%
Level 2 Offenders	7,378	8,169	8,903	9,490	10,074	36%
Level 3 Offenders	5,473	5,476	5,994	6,455	6,972	25%
Pending Determination*	941	963	778	674	645	2%
Total Offenders	20,316	22,227	24,328	26,002	28,017	100%

*Includes cases not yet assigned to a court.

In 2006, DCJS worked with the Board of Examiners of Sex Offenders (BOE), the Office of Court Administration (OCA), the Department of Correctional Services (DOCS), and the Division of Parole (DOP) to reduce the number of cases that were pending a risk level determination. A weekly case review process was initiated for sex offenders scheduled to be released from prison. In addition, a monthly list of offenders residing in the community whose cases are pending is forwarded to the courts for action.

Office of Sex Offender Management

Offenders Assigned to Court and Pending Risk Level
(End of Year)

[Bar chart showing values: April 06 = 646, 2006 = 404, 2007 = 312, 2008 = 265; y-axis from 0 to 800]
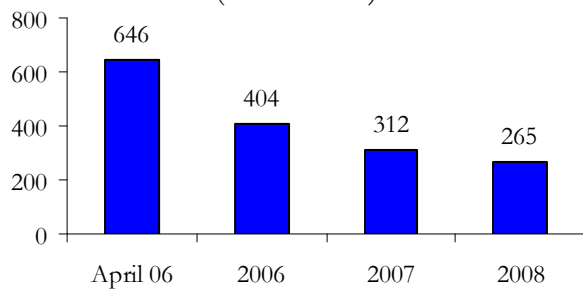
√ Since April 2006, the number of sex offender registrants whose risk level is pending with the court (excludes cases not yet assigned to a court) has decreased by 59%, going from 646 to 265. During the same period, the number of offenders on the Registry increased by 22%.

In 2006, additional protocols were established through the Board of Parole to ensure that, whenever possible, no sex offender was released from DOCS to supervision without a risk level determined by the court. This ensures that community notification by law enforcement on high-risk offenders is authorized as soon as offenders are released, that information on newly released Level 2 and Level 3 offenders is posted on the DCJS public website, and that supervising parole officers can investigate community residence plans and ensure offender compliance with the law. SOR staff coordinate the case tracking and work closely with all partner agencies.

√ During 2008, only 19 of the 1,943 sex offenders leaving state prison did not have a risk level in place on the day of their release. These 19 offenders were closely tracked, and as of February 26, 2009, 17 of the 19 have had their risk level assigned by the courts.

Training

DCJS provides training on the Sex Offender Registration Act, the Sex Offender Management and Treatment Act, and on the usage of *e*JusticeNY, through which the complete Sex Offender Registry is accessed. Since its establishment in April 2007, the Office of Sex Offender Management (OSOM) has provided Sex Offender Management-related training.

√ During 2008, OSOM convened leading experts to conduct 60 training sessions in 21 counties across the state.

√ Participants in OSOM trainings included more than 3,500 law enforcement, parole and probation personnel; judges; district attorneys and court personnel; treatment providers and victim advocates; DOCS personnel; school and college representatives and other community professionals who work with sex offenders.

√ The June Regional Trainings were videotaped and captured on 500 CDs, which were offered to treatment providers and law enforcement.

√ Outreach was done at the following conferences: NYS Association of Chiefs of Police, NYS Coalition Against Domestic Violence, Law Enforcement Training Directors Association, Fatherhood Initiative, and Survival Skills for Victim Advocates. In addition, OSOM staff attended regional coalition meetings of crime victim advocates and re-entry task forces.

Office of Sex Offender Management

Sex Offender Information Provided to the Public

Pursuant to SORA statutory requirements, DCJS provides information to the public regarding sex offenders through a subdirectory posted to the DCJS website and a toll-free telephone number that operates 24 hours per day. By law, information provided on the public website is limited to Level 2 and Level 3 sex offenders.

Public Subdirectory Searches

(Annual)
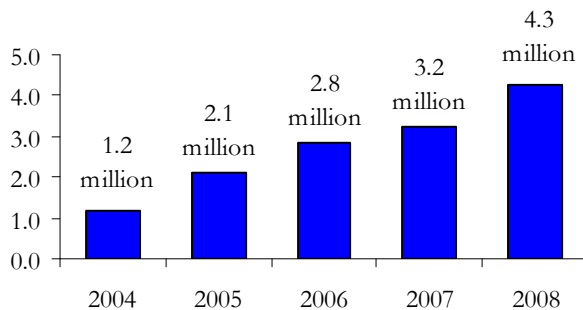
√ Subdirectory searches on the public website have increased dramatically each year, with 4.3 million searches conducted during 2008, 34% higher than in 2007.

On the website, users are able to search three ways: by specific offender name; for all offenders within a county; or for all offenders within a zip code. A list of matching offenders is returned to the user who can then click to view a comprehensive profile (including the offender's address and crime of conviction) for any offender listed.

√ The number of sex offender profiles viewed by the public increased to 27.2 million profiles in 2008, 9% higher than 2007.

Offender Profiles Viewed

(Annual)

In addition to the information available in the subdirectory on the DCJS website, citizens, organizations and employers can call a toll-free number to inquire whether a specific person (or list of persons) is included on the Registry. These phone inquiries require SOR staff to conduct a manual search of the SOR database. Legislation enacted in 2005 requires children's camps to conduct searches on all prospective employees. Beginning in 2008, the Registry started accepting computerized files for comparison against the Registry. In addition to increasing efficiency, the acceptance of electronic files contributed to a dramatic increase in the number of searches conducted.

Office of Sex Offender Management

**Phone/Fax/Data File Searches
Conducted by Staff**
(Annual)
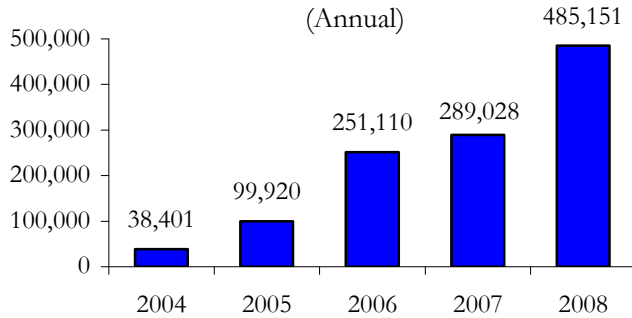
√ There were 485,151 name searches
conducted in 2008, 68% more than
2007, primarily due to acceptance of
electronic files in 2008.

Matches on Searches Conducted by Registry Staff on Phone/Fax/Data File Inquiries
(Annual)

	2004	2005	2006	2007	2008
Searches	38,401	99,920	251,110	289,028	485,151
Matched	912	1,882	2,178	1,722	1,355
Percent Matched	2%	2%	1%	1%	<1%

√ Of the 485,151 searches conducted by the Registry in 2008, matches were found for less than
1% of the searches conducted.

Managing Sex Offenders in the Community

DCJS and other state agencies partner with local law enforcement to manage and supervise sex
offenders in the community. This is accomplished in several ways.

Information for Law Enforcement

The complete Sex Offender Registry is a resource available through *e*JusticeNY, a secure website for
law enforcement use. This database includes a complete sex offender address history, including last
reported address, a history of the offender's compliance with annual verification requirements and
current status information.   The complete Registry is available to all law enforcement agencies,
district attorneys' offices, local Parole offices and county probation departments, ensuring that all
agencies which monitor and supervise sex offenders have the most up-to-date information available.
In 2006, DCJS expanded access to the complete Registry to Supreme, County, City, District and
New York City Criminal Courts in recognition of their responsibility to determine the risk level and
designation.

Office of Sex Offender Management

_e_JusticeNY Sex Offender Registry Searches
(Annual)

√ Usage of the complete Registry by law enforcement continues to increase with 225,361 searches conducted during 2008.

Chart data:
- 2004: 46,037
- 2005: 85,948
- 2006: 156,224
- 2007: 223,459
- 2008: 225,361
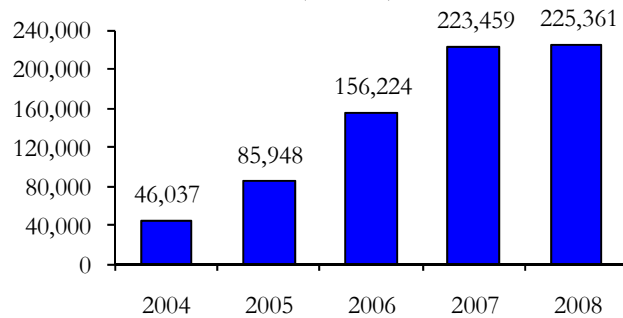
Submitting Updated Sex Offender Photos

Legislation that became effective in April 2006 requires Level 3 sex offender registrants to submit an updated photo once a year, and Level 1 and 2 offenders to submit a photo every three years on their registration anniversary date. Offenders must report to their local police departments to have the photos taken. In November 2006, a report was made available over _e_JusticeNY to assist the local departments with the monitoring of offenders and delinquent photos. Having updated photos as part of the Sex Offender Registry record helps ensure that sex offenders can be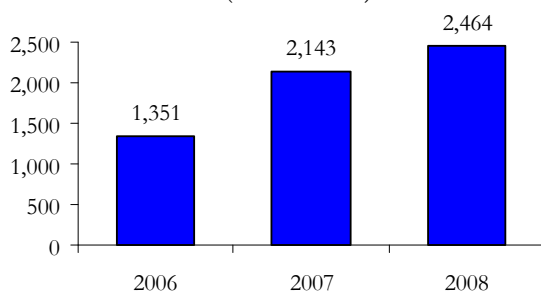 recognized by both law enforcement and the public. A sex offender is subject to arrest for failure to provide a photo as required by law.

Delinquent Photos
(End of Year)

Chart data:
- 2006: 1,351
- 2007: 2,143
- 2008: 2,464

√ At the end of 2008, 2,464 offenders owed an updated photo, 15% more than at the end of 2007. During the same period, the number of offenders on the Registry increased by 8%.

√ As of December 31, 2008, NYPD accounted for 52% of all delinquent photos statewide.

e-STOP Legislation

The Electronic Security and Targeting of Online Predators (e-STOP) Act, effective in May 2008, required sex offenders to register their Internet accounts, e-mail addresses and screen names used for instant messaging and social networking. DCJS sent letters to more than 24,000 registered sex offenders in May 2008 informing them of the new law and requesting their Internet information.

√ As of December 31, 2008, 16,500 offenders responded with the required information.

√ 3,000 of the 24,000 original letters were returned as undeliverable by the Post Office. Any returned letter for which the Registry was unable to determine a valid address was referred to law enforcement for investigation.

√ Approximately 4,700 offenders received an e-STOP letter but did not respond.

Office of Sex Offender Management

Offender Compliance

Each year, on or about the anniversary of the sex offender's initial registration, DCJS mails an Address Verification Form to the sex offender's last listed address. If a sex offender does not reside at the last address on file at SOR, the form will be returned to DCJS by the Post Office. Offenders are required to sign and return the Annual Verification Form to DCJS within 10 days of receipt. If an offender fails to sign and return his or her annual Address Verification Form within the allotted time frame, DCJS sends a letter to the law enforcement agency having jurisdiction where the sex offender resides indicating that he or she failed to comply with the annual verification requirements. Certain offenders, such as those who have been deported, are voluntarily living outside of the United States, and offenders who are incarcerated in State prison are excluded from the Annual Address Verification process.

Annual Address Verification Percent Verified
(End of Quarter)
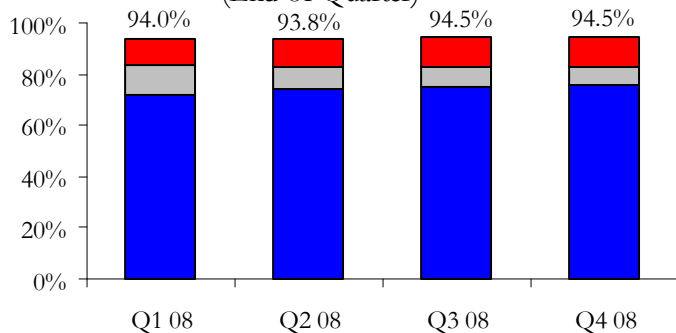
Legend:
- ■ (red) Offender's Whereabouts Verified by Law Enforcement
- ■ (gray) Partial Compliance by Offender (Includes late responses)
- ■ (blue) Full Voluntary Compliance by Offender

Chart values: Q1 08: 94.0%; Q2 08: 93.8%; Q3 08: 94.5%; Q4 08: 94.5%

√ As of December 2008, the whereabouts of 94.5% of registered offenders were accounted for.

√ 75.5% of registered sex offenders complied and returned their verification form on time. An additional 7.3% of offenders responded late or DCJS received other notification from the offender.

√ Law enforcement investigated and accounted for an additional 11.7% of offenders.

U.S. Marshal Service Initiative

In September 2007, DCJS and the Division of Parole began working with the U.S. Marshals Service (USMS) to locate sex offender registrants who have failed to verify their addresses with the Sex Offender Registry. Sex offenders under parole supervision who abscond are referred to the U.S Marshal Service. DCJS also refers Registry cases when an offender failed to submit the required annual verification form and a warrant has been issued for his or her arrest.

√ Since inception, 413 sex offender cases have been referred to the U.S. Marshals Service, with 207 (50%) offenders located. Of these, 173 sex offenders have been apprehended. This includes 99 through the initiative and 74 by other law enforcement agencies; 34 offenders were located (e.g., found to be incarcerated, hospitalized, etc.), but not extradited.

When a sex offender fails to comply with Registry requirements, the offender is subject to arrest for failing to register or verify. Effective August 17, 2007, the law was amended to increase the penalty imposed on a sex offender for failing to meet a Registry obligation under the Sex Offender Registration Act from a class A misdemeanor to a class E felony upon the first offense. Any second or subsequent offense remains a class D felony. Local law enforcement agencies continue to arrest sex offender registrants for failing to register or verify with the Registry. Failure to comply with

Office of Sex Offender Management

SORA requirements also is a violation of parole or probation for sex offender registrants under parole or probation supervision.

**Convictions for Failure to Register
or Verify as a Sex Offender**
(Annual)
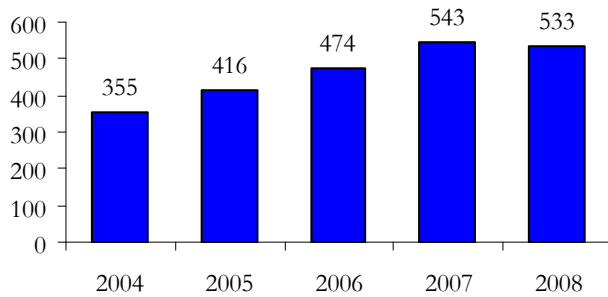
√ During 2008, a total of 533 convictions were reported, down 2% compared to 2007.

Civil Management

The Sex Offender Management and Treatment Act (SOMTA) enacted in 2007 authorizes the civil management of sex offenders who have served their time in prison, or are about to complete parole supervision, but still suffer from a "mental abnormality" that predisposes them to commit sex offenses.

SOMTA procedure for referring and evaluating offenders provides two options for civil management. Offenders determined suitable to be released to the community may be placed on "Strict and Intensive Supervision and Treatment" where they are closely supervised by the Division of Parole. Offenders determined to be at the greatest risk of re-offense due to their mental abnormality may be civilly confined in a treatment facility.

Cases Reviewed for Civil Management
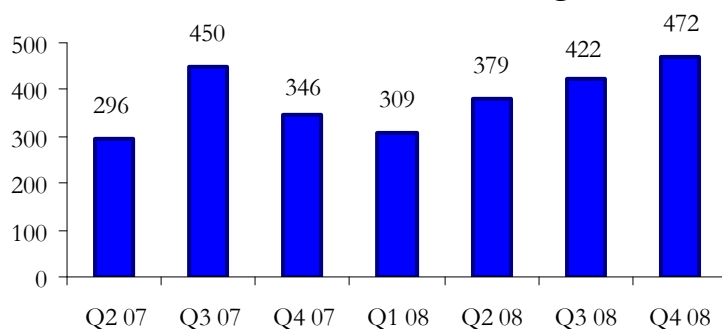
√ From April 12, 2007 through December 31, 2008, OMH evaluated 2,674 sex offenders under SOMTA, and recommended civil management for 9% (235) of the offenders.

√ Petitions for Civil Management were filed on 234 of the 235 cases that OMH referred to the Attorney General's office. For cases filed through December 31, 2008, 69 offenders were ordered committed and 46 offenders were ordered to Strict and Intensive Supervision and Treatment (SIST) as of March 31, 2009.

Office of Forensic Services

Mission
To assist in solving and preventing crime by providing administrative oversight over the State DNA Databank, public forensic laboratory accreditation and local DNA specimen collection efforts.

Scope of Operations
The Division of Criminal Justice Services provides administrative oversight of the DNA Databank through its Office of Forensic Services (OFS). The Databank was first established by statute in 1994, and authorized the collection of DNA specimens for a limited number of felonies, including murder and rape. The DNA law was amended to expand the number of qualifying offenses in 1999, 2004 and 2006. These amendments applied not only to newly convicted offenders but also to offenders in custody or under parole or probation supervision as of the effective date of the law. The June 2006 amendment broadened eligibility to include all persons convicted of a Penal Law felony, or an attempt to commit a Penal Law felony where the attempt is a felony, plus any of 35 specified misdemeanor offenses, including petit larceny. As a result of the 2006 amendments, 46% of offenders convicted of a Penal Law offense in the state are now required to provide a DNA specimen.

As part of its administrative oversight of the Databank, OFS reviews DNA submission records for offender samples and determines whether DNA samples were collected in accordance with state law. In addition, OFS staff facilitates trainings to enhance laboratory efficiency, effectiveness and reliability. OFS also provides staff support to the NYS Commission on Forensic Science and DNA Subcommittee.

Key Public Service Areas
- Provide administrative oversight of the DNA Databank
- Ensure that DNA testing procedures and access to the DNA Databank are consistent with applicable laws and regulations
- Oversee the accreditation of NYS forensic laboratories
- Provide training and education to law enforcement on forensic testing services

Critical Objectives
- Ensure compliance with specimen collection protocols and state law
- Increase the collection of DNA specimens from offenders and crime scenes
- Monitor laboratory compliance with accreditation standards
- Provide training and technical assistance to forensic laboratories to maintain compliance with accreditation criteria

Office of Forensic Services

DNA Databank Oversight

The DCJS Office of Forensic Services (OFS) provides administrative oversight of the DNA Databank. DNA specimens with accompanying documentation are submitted by the collecting agency to the State Police Forensic Investigation Center (FIC) for processing. FIC staff record that the specimen has been received and forward the documentation to OFS for review and approval. OFS reviews the criminal history record (rapsheet) for each offender for whom a specimen was collected to verify that the offender has a qualifying conviction.

DNA Offender Specimen Submissions
(Annual)
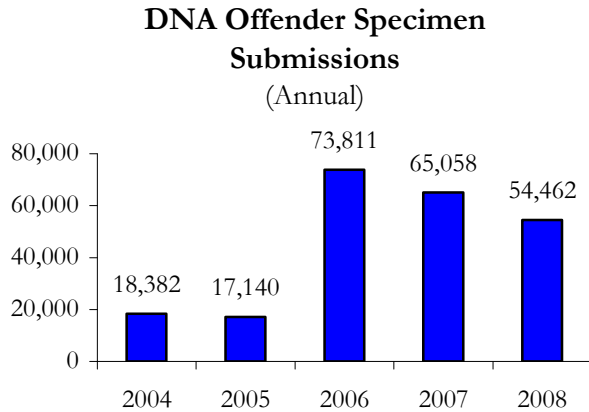
√ During 2008, 54,462 specimens were collected.

Specimens that have been collected according to DNA collection protocols are approved for processing.   If it is determined that an offender was not convicted of a qualifying offense, the specimen is removed from the Databank as an administrative removal.

Administrative Removals as % of Submissions
(Annual)
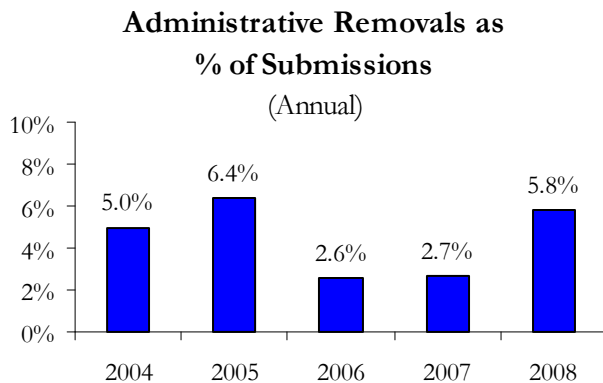
√ In 2008, 3,150 DNA specimens were administratively removed from the process. This represents 5.8% of total submissions. Efforts to eliminate the backlog required the processing of a large number of pending cases resulting in a temporary increase in the rate of removals.

Strict collection protocols have been established to ensure the chain of custody and physical integrity of the DNA specimen. When specimens are not collected in accordance with required collection protocols, the specimen may be removed from the process as a procedural error, and the submitting agency is notified of the error and the need to collect a new specimen. OFS has established a target rate for procedural errors of 3% or less.

Office of Forensic Services

**Procedural Errors as
% of Submissions**
(Annual)

Year	Value
2004	3.0%
2005	1.6%
2006	2.5%
2007	2.9%
2008	2.9%
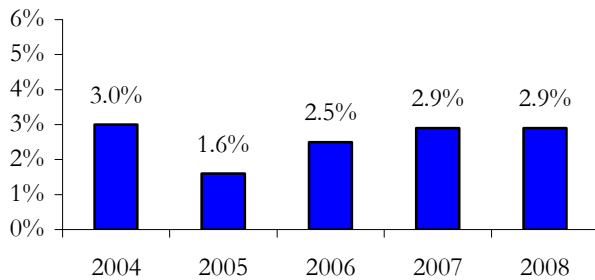
√ In 2008, 1,575 DNA specimens were removed from the Databank as a result of a procedural error, representing 2.9% of submissions.

Through OFS, DCJS gathers available information regarding the type of crime linked to the offender through Databank hits and routinely contacts district attorneys' offices to determine the disposition of cases in which the DNA Databank has linked an offender to evidence recovered in a case.

Hits Against the Databank by Type of Crime
(Cumulative)

Type of Crime	Hits	Percent of Hits
Sexual Assault	2,565	44%
Burglary	1,766	30%
Homicides	538	9%
Robbery	448	8%
Other	498	9%
Total	5,815	100%

√ Of the 5,815 hits generated since inception, 9% were against physical evidence collected in connection with homicide investigations and 44% were in connection with sexual assault investigations. A total of 30% were in connection with a burglary.

**Hits Resulting in Conviction
As of December 31, 2008**
(Cumulative)

Robbery 8% (110)
Burglary 47% (630)
Sexual Assault 29% (391)
Homicide 9% (116)
Other 7% (94)
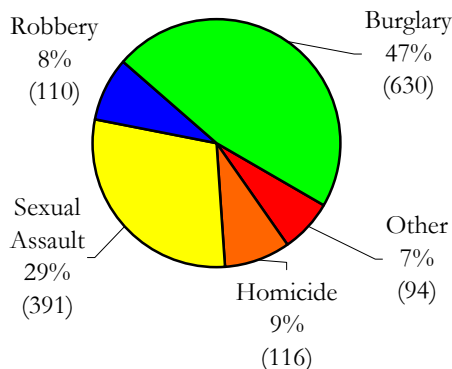
√ As of December 2008, 1,341 conviction outcomes were reported to DCJS, representing 23% of the total hits on the Databank.

√ Of the conviction outcomes reported, 391 (29%) were for sexual assault cases and 116 (9%) were for homicide cases.

√ In 490 additional cases, an arrest has been made in the case, but a final disposition has not yet been reported.

40

Office of Forensic Services

Laboratory Accreditation

OFS monitors forensic laboratories' compliance with accreditation standards established by the NYS Commission on Forensic Science. Laboratories must demonstrate compliance with the standards of the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or, if the laboratory performs only toxicology testing, the laboratory must comply with the standards of the American Board of Forensic Toxicology (ABFT). There are currently 22 public forensic laboratories accredited by the NYS Commission on Forensic Science. In addition to reviewing all documentation between the laboratories and the aforementioned forensic entities, OFS also facilitates specialized technical training and other activities to enhance lab efficiency, effectiveness and reliability, and promotes coordination and information sharing among the various laboratories.

In coordination with the New York Crime Laboratory Advisory Committee (NYCLAC) and various technical working groups, OFS provides the following services:

- **Staff Support to the NYS Commission on Forensic Science and DNA Subcommittee.** The Commission and Subcommittee were established by Article 49-B of the Executive Law to develop minimum standards and a program of accreditation for all forensic laboratories in New York State. Accreditation of forensic DNA laboratories is granted by the Commission upon the binding recommendation of the DNA Subcommittee. The Subcommittee also advises the Commission on any matter related to the implementation of scientific controls and quality assurance procedures for the performance of forensic DNA analysis.

- **Technical Support to the NYS Commission on Forensic Science.** During 2008, OFS facilitated four Commission on Forensic Science and two DNA Subcommittee meetings. OFS also conducted nine technical working group (TWG) meetings that were attended by a wide range of laboratory personnel. The subjects covered in the TWG meetings included toxicology; quality assurance; firearms; questioned documents; trace evidence; arson; latents; drugs; and digital and biological evidence.

- **Technical Training for Crime Laboratory Personnel.** OFS also facilitates highly specialized technical training programs for crime laboratory personnel to maintain proficiency and currency in analytical methods. During 2008, OFS staff conducted nine specialized technical training sessions, involving 313 participants. Generally held over multiple days, these sessions covered topics such as professionalism in forensic science; population and forensic DNA analysis statistics; Vehicle and Traffic law for toxicologists; Crystal Report training and an FBI DNA Audit class.

Office of Forensic Services

DNA Collection-Related Training and Field Assistance

OFS works with local agencies to ensure the collection of DNA from all eligible offenders. While strict protocols at reception allow state DOCS to collect DNA from virtually every eligible offender, securing collections from offenders sentenced to a local jail, probation, or a non-incarcerative sentence have been more challenging. OFS monitors the rate of DNA collection by the local jails, probation departments, and courts and works with agencies that are having problems collecting from eligible offenders. During 2008, the overall statewide collection rate ranged between 80% and 82%, slightly below the 85% collection target set by OFS. The measure shows the percentage of DNA samples on file within two months of sentencing.

NYC
DNA Collection Rates
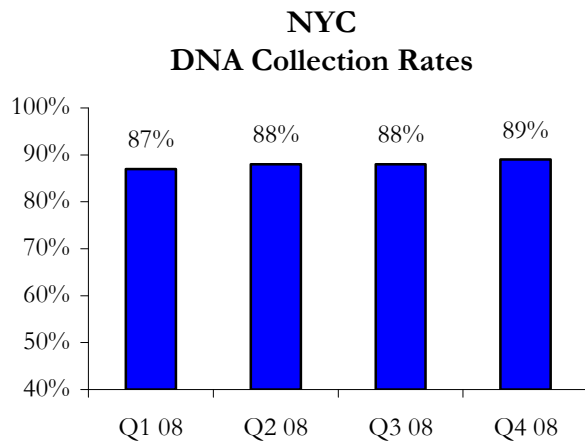
√ The DNA collection rates in NYC increased from 87% to 89% during 2008.

√ NYC Department of Correction (Rikers Island) has been collecting at a high rate, at or above 95%, for all of 2008.

Non-NYC
DNA Collection Rates
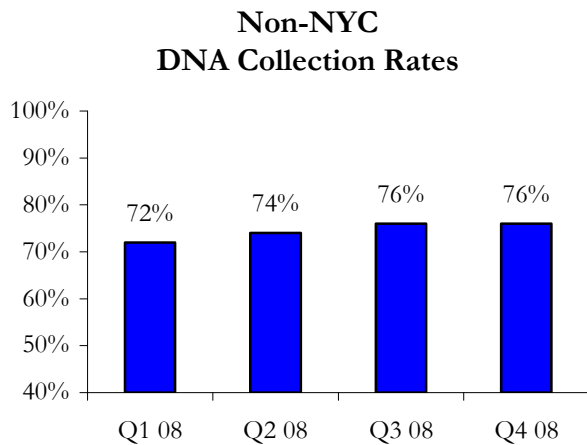
√ Collection rates by non-NYC agencies increased from 72% to 76% during the year.

OFS provides training and technical assistance to law enforcement officials statewide on the requirements associated with the DNA Databank and the DNA collection process.

√ During 2008, OFS conducted 15 training sessions, some held over multiple days, for district attorneys, judges, court officers and clerks, state and local law enforcement officers and probation officers. In total, 329 individuals attended.

Office of Forensic Services

√ On seven occasions, OFS personnel provided on-site assistance to probation departments, assisting them in collecting DNA specimens from convicted offenders.

√ OFS also held two technical assistance days for 91 assistant district attorneys regarding various aspects of the DNA collection process, including a review of police booking procedures for offenders who owe a DNA specimen, an overview of the DNA banners found on rapsheets and establishing collection processes for offenders whose sentences do not include incarceration or supervision.

Office of Program Development and Funding

Mission
To develop programs and identify and direct criminal justice resources to reduce crime and improve criminal justice services throughout New York State.

Scope of Operations
The Office of Program Development and Funding (OPDF) allocates state and federal funding to support criminal justice strategies and monitors programs funded by DCJS. OPDF applies for discretionary federal awards and pursues grant opportunities for state criminal justice agencies and local partnership projects. OPDF develops program initiatives identified through legislation or to address Executive criminal justice priorities across the state.

Early in 2009, the Office of Program Development and Funding reorganized its operating structure. It is comprised of five operating units and two program development units. These units perform the following functions:

- **Administration Unit -** Serves as the staff arm for the Deputy Commissioner, and provides support services to other OPDF program units. The unit is responsible for distributing neighborhood watch materials, maintaining the Grants Management System (GMS), and preparing internal and external website updates. This unit also administers federal formula grant funding awarded under the Byrne Justice Assistance Grant (JAG). The funds support initiatives under seven Congressionally authorized purpose areas that support new approaches, as well as the expansion of proven programs that improve the functioning of the criminal justice system.
- **Youth Services Unit –** Oversees the federal Title II Formula, Juvenile Accountability Block Grant and Title V Juvenile Crime Prevention grant programs that provide money for evidence-based or empirically-based innovative projects designed to reduce juvenile crime, promote youth accountability, and prevent delinquency through positive youth development. The Youth Services Unit also administers youth services grants supported by the Byrne JAG funding stream and through New York State legislative initiatives.
- **Law Enforcement Unit –** Oversees law enforcement grants to police departments, sheriffs offices, probation departments and county agencies. The unit includes the Motor Vehicle Theft and Insurance Fraud Prevention program which facilitates meetings of the Statewide Advisory Group for Motor Vehicle Theft and Insurance Fraud. The unit also oversees all grants pertaining to Operation IMPACT and Operation IMPACT Tools.
- **Community, Laboratories and Legal Services Unit -** Provides resources to crime laboratories, courts, legal services agencies, and district attorneys' offices across the state, as well as local criminal justice agencies providing community prevention efforts. The unit also oversees local assistance grants authorized under legislative member initiatives and the Byrne JAG funds.
- **Victim Services Unit** - Oversees the formula grant program designed to improve the criminal justice system's response to violent crimes against women. Also oversees federal discretionary grants to encourage arrest funding, as well as Byrne/JAG and legislative member items that deal with victims' issues.
- **Re-entry Services Unit** – Supports the development of evidence-based re-entry policy and programming across the state. The unit coordinates the Statewide Re-entry Task Force, which is comprised of state agencies involved in the transition of individuals from prison to the community. Additionally, the unit provides technical assistance to Task Force member

Office of Program Development and Funding

agencies in support of re-entry initiatives, including transitional accountability planning, risk and needs assessment and the provision of evidence-based services. The unit also provides assistance to DCJS-funded County Re-entry Task Forces in their efforts to provide services to individuals returning to their home communities.

- **Juvenile Justice Policy Unit** – Supports the Governor's Children's Cabinet and the Governor's Task Force on the Transformation of the Juvenile Justice System to reduce juvenile crime through implementation of best practices across the juvenile justice system. The unit also provides staff support for New York State's Juvenile Justice Advisory Group and assists in shaping juvenile justice funding initiatives to support the development of model juvenile justice programs. Finally, this unit works to share best practices in juvenile justice with New York State juvenile justice stakeholders.

Key Public Service Areas
- Allocate state and federal funds to meet criminal justice needs throughout the state
- Monitor local assistance contracts funded by DCJS
- Develop new programs
- Provide support for local agencies in their crime reduction efforts
- Support local Re-entry Task Forces to ensure effective transition of the offender back to the communities

Critical Objectives
- Ensure effective and efficient distribution of local assistance and federal monies
- Process grants timely
- Monitor grantee performance and compliance with contract terms

Office of Program Development and Funding

Contract Monitoring

The DCJS Office of Program Development and Funding (OPDF) allocates local assistance funding to support criminal justice agencies and initiatives. The contract process, which is comprised of multiple activities and functions, begins with the development of the grant application and the grantee award notification. OPDF is responsible for all grant contracts until the grant contract is closed. Included in this process are developing Requests for Assistance (RFAs), Requests for Proposal (RFPs), monitoring grantee progress, ensuring that the grant fulfills all obligations, approving contract payments, and processing all contract-related amendments.

When the contract period is completed, and all required program and fiscal reports are received and fiscal claims are paid, the contract is closed both programmatically and fiscally.

Contracts Executed/Closed

(Annual)

	2006	2007	2008
Contracts Executed During Year	866	1,513	1,088
Contracts Closed	1,478	1,111	1,295

√   A total of 1,088 new grant contracts were executed during 2008.

√   During 2008, 1,295 contracts were closed.

Active Contracts

(End of Year)

Contract Type	2006	2007	2008
Fully Executed	1,029	1,351	1,309
Contracts in Process	1,103	885	1,069
Active/Pending Contracts	2,132	2,236	2,378

√   At the end of 2008, OPDF was responsible for 2,378 active or pending grant contracts. Of these, 1,069 were in process, and 1,309 were fully executed.

√   The number of grantees, including those with pending and executed contracts, increased in 2008 from 646 grantees to 714 grantees on December 31, 2008. Many grantees have more than one contract with DCJS.

Office of Program Development and Funding

OPDF staff who are assigned contract monitoring responsibilities conduct site visits of grantee organizations to ensure that services are provided in accordance with contract terms. During 2008, contract monitoring staff were required to make site visits to each grantee during the year.
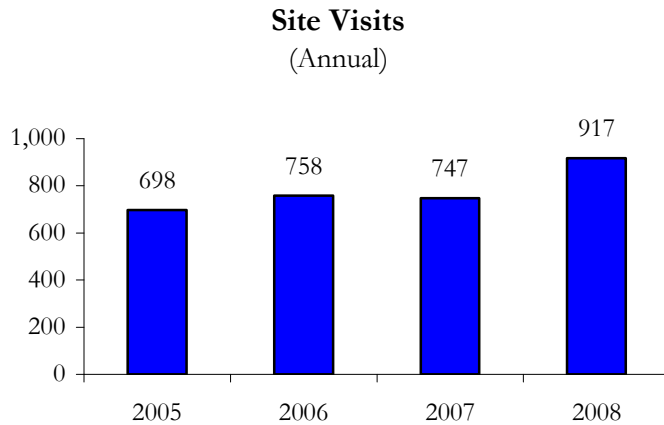
Site Visits
(Annual)

√ During 2008, OPDF staff conducted 917 site visits, an increase (+23%) from 2007.

Data prior to 2005 not available.

An electronic Grants Management System (GMS) was implemented in 2001 to process applications for grant contracts. In 2004, a new web-based version of GMS became available. Grantees are now expected to submit grant contract applications and submit quarterly progress reports online through GMS. During the past three years, OPDF has made significant progress in getting nearly all grantees registered and using GMS.

Percent of Grantees Enrolled in GMS
(End of Year)

√ The number of grantees registered to file electronically increased from 88% in 2006 to 99% in 2008.
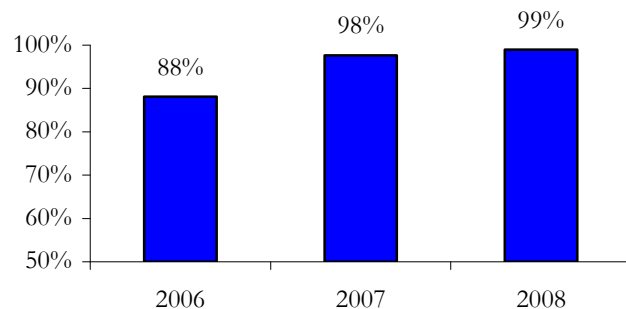
*Data prior to 2006 not available

DCJS has established a 170-calendar day processing time target for all grant contracts. Processing time is monitored in three categories: OPDF processing time, grantee time, and Financial Services processing time. Each month, progress in each category is measured as the percent of completed contracts that were processed within the time frame established for that category. During 2008, the adoption of e-signature reduced processing time.

Office of Program Development and Funding

**Percent of Contracts Processed
Within 170 Days**
(Annual)
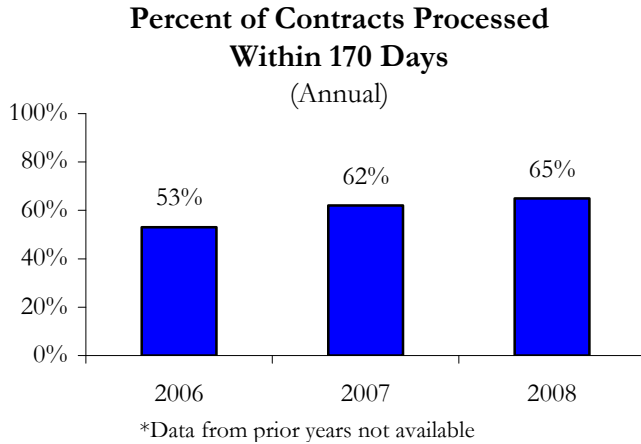
√ During 2008, an average of 65% of grant contracts were processed within the 170-day target, an increase (+5%) from 2007.

*Data from prior years not available

Phases of Processing

OPDF processing time consists of the time OPDF staff spent processing a grant contract. OPDF has set a target time of 45 days for this segment of grant processing.

Grantee processing time consists of the number of days the grant contract is with the grantee. This includes time between the date the award notice is mailed to the grantee and the return of a completed application. Grantee processing time also includes the time it takes the grantee to return the signed contract to OPDF. A target time of 90 days has been set for this segment of the process.

Financial Services processing time is measured from the date the grant contract is forwarded by OPDF to Financial Services to the date it is returned to OPDF from Financial Services. A target time of 35 calendar days has been set for this segment of the process.

Percent of Contracts Processed Within Target by Contract Phase (Annual)				
	Target	2006	2007	2008
OPDF Processing	45 days	59%	68%	73%
Grantee Processing	90 days	57%	60%	48%
Financial Services Processing	35 days	70%	81%	81%
Total Grant Processing	**170 days**	**53%**	**62%**	**65%**

*Data from prior years not available

√ OPDF processing has improved steadily over the past two years. In 2008, 73% of grant contracts were processed within 45 days within OPDF, as compared to 59% in 2006 and 68% in 2007.

√ The percent of grant contracts returned within the 90-day standard was 48% during 2008, a decrease from the past two years.

√ In 2008, 81% of grant contracts were processed within the 35-day target time frame for the Financial Services processing segment. This was about the same as 2007.

Office of Program Development and Funding

Re-entry Services

OPDF provides staff support for the Statewide Re-entry Task Force, a multi-agency initiative chaired by DCJS, and the County Re-entry Task Forces funded by DCJS. During 2008:

√ The Statewide Re-entry Task Force developed several new workgroups to implement evidence-based reentry practices:

- One workgroup developed and executed a plan to implement Section 366 (1-a) of the state Social Services Law, which provides for the suspension of Medicaid for inmates receiving benefits at the time of incarceration, and reinstatement upon release.
- A second workgroup was established to develop a multi-agency transition accountability planning (TAP) process for returning offenders.
- A third workgroup comprised of DCJS, Parole, DPCA and DOCS worked to implement a risk and needs assessment tool to be used by agencies that supervise offenders in the community.

OPDF developed and implemented the County Re-entry Task Force grant program in 2006 with the goal of strengthening the community response to high-risk offenders transitioning from prison back to the community. These locally-led partnerships include law enforcement agencies, regional parole offices, social service and treatment providers, and victim advocacy organizations. Thirteen counties participated in 2008 including: Albany, Dutchess, Erie, Monroe, Nassau, Niagara, Oneida, Onondaga, Orange, Rensselaer, Rockland, Suffolk and Westchester. OPDF provides training and ongoing support to participating counties. All local task forces are required to report monthly activities, and are contractually required to provide detailed progress reports on the accomplishments of their task force.

Support for Other Criminal Justice Initiatives

OPDF plays a key role in several criminal justices strategy and policy areas as detailed below.

√ DCJS Violence Against Women Unit (VAWA) supplies Sexual Offense Evidence Collection Kits free of charge to hospitals, rape crisis centers and law enforcement to satisfy legal considerations in the collection and preservation of evidence. In 2007, VAWA staff overhauled the State's Sexual Offense Evidence Collection Kit for the first time in approximately 20 years. The new kits were piloted in several hospitals and released for use in October 2008. In 2009, VAWA staff produced a training DVD for medical professionals that demonstrates all 15 steps of the examination and evidence collection process.

√ The Motor Vehicle Theft and Insurance Fraud Prevention Unit (MVTIF Unit) facilitated three meetings of the Statewide Advisory Group for Motor Vehicle Theft and Insurance Fraud in 2008. The group is responsible for the Statewide Plan for the Interdiction of Motor Vehicle Theft and Insurance Fraud which assesses motor vehicle crime and identifies effective strategies to reduce motor vehicle theft and vehicle insurance fraud. These

strategies have contributed to a 60% decrease in motor vehicle theft and a 13% decrease in motor vehicle insurance fraud.

√ Over $3.5 million in Byrne and Byrne JAG funds were used during 2008 to support 95 law enforcement initiatives, including: anti-drug and anti-gang task forces; the purchase of police equipment including License Plate Readers (LPRs) and Force-on-Force training equipment; and additional resources for Operation IMPACT counties, including the addition of Field Intelligence Officers (FIOs).

√ The Law Enforcement unit coordinates with the Office of Public Safety to ensure that all IMPACT contracts are processed efficiently and that agencies comply with all contractual requirements. During 2008, site visits were conducted with Operation IMPACT grantees to ensure compliance with goals and objectives.

Office of Justice Research and Performance

Mission
To inform criminal justice policy by providing research, analyses, performance data, statistics, and evaluations to criminal justice professionals, other government officials and the public.

Scope of Operations
The Office of Justice Research and Performance (OJRP) provides support for the Division of Criminal Justice Services, its hosted agencies, and other state and local criminal justice agencies. The office is comprised of six units:

- **Operations Unit** - Supports the office. The unit manages office resources, develops and maintains office policies and procedures, and ensures office compliance with administrative obligations.
- **Crime Reporting and Data Quality Unit** - Oversees and operates the New York State Uniform Crime Reporting (UCR) program using both Summary and Incident Based Reporting (IBR) systems. The unit works directly with law enforcement agencies to ensure the accuracy, completeness, and timeliness of crime data, and generates data files for the FBI. It also maintains the Statewide Criminal Justice Directory and prepares other mandated reports.
- **Justice Systems Analysis Unit** – Prepares and publishes data, information and reports on criminal justice processing, including statistics on the DCJS public website. The unit prepares information for the public and the press, criminal justice policy makers, researchers, and public agencies. This unit also provides technical support for all OJRP staff by developing and maintaining complex analytical files. Specialized data files are also prepared for high-level research conducted by DCJS and outside researchers.
- **Crime Research and Analysis Unit** - Conducts operational and program research using research methods and GIS (mapping). The unit provides policy support for crime analysis, hate crime, domestic violence and juvenile policy and prepares reports and publications. The unit also provides GIS and mapping services for all DCJS offices and numerous criminal justice agencies.
- **Research and Evaluation Unit** - Analyzes criminal justice decision-making, policy, and practice; criminal behavior and careers; and program effectiveness. This unit provides extensive research and technical support to the county re-entry task forces and other re-entry initiatives, including the Orleans Re-entry Pilot and other diversion programs. This unit also conducts recidivism studies and program evaluations.
- **Performance Management (Crimestat) Unit** - Coordinates the Crimestat program, and works with state criminal justice agencies and DCJS offices to develop performance measures. The unit prepares performance reports and provides analytical support for the Office of Forensic Services, the Office of Sex Offender Management, the Division of Probation and Correctional Alternatives, and the State Commission of Correction. The unit also coordinates the Criminal Alien Improvement Strategy which monitors state systems to ensure that deportable criminal aliens are not released to the community.

Key Public Service Areas
- Provide research and analytical support to DCJS and other criminal justice agencies
- Administer the state's Uniform Crime Reporting program
- Provide data on crime, offenders, arrests, and criminal justice trends
- Provide data to external researchers as authorized by statute
- Monitor the performance of DCJS, the criminal justice system and local criminal justice agencies

# Office of Justice Research and Performance

Critical Objectives

- Improve the timeliness and accuracy of crime reporting in New York
- Respond quickly and accurately to requests for information and assistance
- Provide research support for offender re-entry, sex offender management, juvenile policy, and domestic violence
- Provide timely accurate performance reports to criminal justice managers and the public

Office of Justice Research and Performance

Crime Reporting

Pursuant to New York State Executive Law, DCJS operates the New York State Uniform Crime Reporting (UCR) Program. Police agencies in New York State send monthly crime reports to DCJS which are then reviewed by staff for completeness and accuracy before being added to the state database. The crime data are then compiled and submitted to the FBI. Crime data are also analyzed by DCJS, and reports are produced for dissemination to contributing agencies and to the public. During 2008, OJRP worked to improve the quality and timeliness of crime reports submitted to DCJS by local police agencies. Significant efforts were made in the following areas:

√ In late 2007, OJRP partnered with the DCJS Office of Audit and Compliance (OAC) to deliver a crime reporting audit program through which an auditor conducts a site visit accompanied by a technical crime reporting expert. This allows problems that surface during the site visit to be addressed on the spot with hands-on assistance by the technical expert. OJRP participated in 16 audits in 2008.

√ An in-house delinquency tracking process was implemented in late 2006. Staff closely monitor outstanding crime reports and a database tracks monthly follow-up with police agencies. During 2008, OJRP staff made 1,149 delinquency calls to 359 agencies. Crime reporting staff also routinely provide technical assistance to police departments regarding crime reporting. During 2008, OJRP staff responded to more than 2,100 requests for technical assistance, including e-mails, faxes, and telephone calls made to police departments regarding reporting issues and problems unrelated to report delinquency.

√ OJRP hosted the Greater New England Association of UCR Conference in May 2008. Attendees included representatives from four other states and two federal agencies.

Percent of Crime Reports Submitted Within 30 Days Non-NYC Agencies
(Annual)
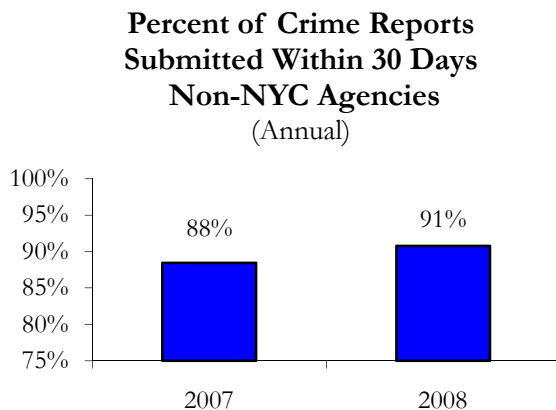
√ On average, 91% of non-New York City crime data were reported within 30 days during 2008. This improvement is primarily due to the delinquency tracking process.

OJRP has been working with the Office of Program Development and Funding (OPDF) to facilitate the timely reporting of crime data by police agencies around the state. As a condition of funding, all DCJS contracts with law enforcement now require that agencies report crime data within 30 days. A total of 153 contracted agencies had this requirement as of December 31, 2008.

Office of Justice Research and Performance

Law enforcement agencies use one of two reporting systems to submit crime data to DCJS: Uniform Crime Reporting (UCR) or Incident Based Reporting (IBR). IBR records specify incident detail, including information about the offender, victim, and property. The majority of agencies in New York State still submit aggregate Uniform Crime Reports (UCR). Agencies that report through IBR send a file of electronic incident-based records to DCJS each month.

OJRP has been working to increase the number of agencies that submit crime data through Incident Based Reporting. IBR electronic files generally provide more accurate information on reported crime. When an agency switches to IBR, Crime Reporting staff must conduct extensive testing, provide technical assistance, and oversee the transition process for the agency.

Number of IBR Agencies
(End of Year)

Year	Number
2004	137
2005	154
2006	192
2007	212
2008	233
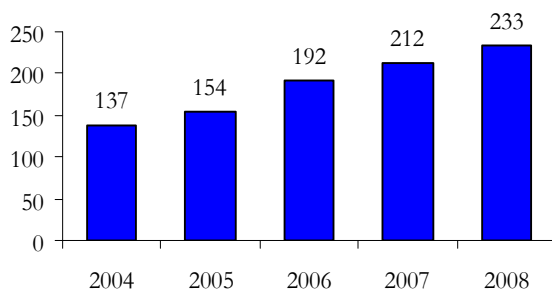
√ During 2008, 21 agencies transitioned to IBR.

√ At the end of 2008, 29% of the crime reported outside New York City was reported through IBR.

Provide Criminal Justice Information and Analysis

OJRP provides analytical and statistical information to state and local criminal justice executives and managers, the press office, the public, local law enforcement, and researchers. In addition, staff provide felony case processing data to district attorneys. Many information requests include requests for crime statistics and arrest data. Case-specific information provided to researchers requires that a detailed non-disclosure agreement be prepared and executed.

√ During 2008, OJRP staff prepared aggregate data and analyses in response to 554 requests for information.

√ OJRP worked with 24 research organizations which requested case-specific criminal history information. Non-disclosure agreements were prepared and executed, and staff prepared and delivered 21 case-specific research files.

√ OJRP prepared analyses and updated the DCJS public website with information pertaining to crime reporting, adult arrest and dispositions, hate crime incidents and law enforcement personnel. Information was provided for the state as well as by county, geographic region and/or reporting jurisdiction.

Office of Justice Research and Performance

Publications

OJRP prepared the following publications during 2008, which are available on the DCJS website.

√ The *Criminal Justice Crimestat Report: 2007* provides criminal justice system data, including reported crime, criminal justice populations and interagency strategy areas, such as Operation IMPACT, DNA, offender re-entry, sex offender management and criminal aliens.

√ OJRP completed data analysis and prepared the tables for the *Missing and Exploited Children Clearing House Annual Report 2007*, which describes reporting activity on the New York State Missing Children Registry during 2007.

√ The *New York State Probation Population 2007 Profile* captures data on new probationer registrations, case closings and violations of probation as reported by probation departments statewide.

√ The *Crime in New York State: 2007 Final Data* report provides information on the number of Index crimes and rates per 100,000 population for each county in New York State. Historical data also are presented.

√ The *NYS Preliminary Crime Update: January – June 2008* provides Index crime statistics for New York State by region and county for the first six months of the year.

√ The *Domestic Homicide in New York State, 2007* provides a statewide descriptive analysis of victims of domestic homicide in 2007 using data from the Supplementary Homicide Report (SHR). Analysis of the homicide data initiated an ongoing data quality review process that ensures all homicide statistics collected by the crime reporting program are timely and accurate.

√ The *Domestic Violence Victimizations in IBR Jurisdictions of New York State, 2007* uses Incident Based Reporting (IBR) data to analyze domestic violence victimizations.

Support for Criminal Justice Initiatives

OJRP provides extensive support for offices within DCJS, as well as for criminal justice initiatives, such as Operation IMPACT, domestic violence, offender re-entry, sex offender management, DNA, criminal aliens, and jail management. In addition, analytical support is provided to the Division of Probation and Correctional Alternatives (DPCA), the Office for the Prevention of Domestic Violence (OPDV) and the State Commission of Correction (SCOC).

Support for Operation IMPACT

√ OJRP prepared a comprehensive analysis each month of crime, arrests, firearm-related crime and shooting incidents. These analyses were used by IMPACT staff and partners to target state assistance and resources to the areas that need attention.

Office of Justice Research and Performance

√ The Crimestat Unit distributes IMPACT-specific reports to facilitate compliance with DNA collections, the management of sex offenders, the submission of crime gun records for trace, and the usage of the SAFETNet deconfliction system within the IMPACT sites. These reports are distributed electronically each month to all IMPACT partners.

√ OJRP organized three trainings in 2008 for local law enforcement that focused on Critical Incident Response Information System (CIRIS), New York State's web-based geospatial mapping and text query application developed and maintained by the Office of Cyber Security and Critical Infrastructure Coordination (CSCIC). Training covered offender mapping and infrastructure location and analysis.

Support for Offender Re-Entry

√ OJRP researchers developed a risk score methodology for use by state agencies and county re-entry task forces in 2007. Each month, risk scores are generated for each offender scheduled for release to the community. These scores are distributed to the local task forces and Division of Parole staff to determine risk of re-offense, which is critical for case planning. In 2008, OJRP developed a revised risk score report for the local task forces that includes information on expected release date, current facility, crime, age and other critical information.

√ OJRP prepared a series of offender re-entry reports. Monthly county task force reports provide information on county re-entry task force activity, including county detail on the number of parolees released to the county, the number referred to the re-entry task forces, the residence, program and employment status of parolees within task force counties, and violation activity of county offenders. State re-entry reports provide detail on inmate programming, DOCS special release initiatives, DOCS/Parole diversion programs, parolee employment, housing, warrant activity and offender recidivism.

Support of Domestic Violence

√ During 2008, OJRP worked with OPS and OPDV to modify the reporting requirements for Uniform Crime Reporting (UCR) purposes. The revised requirements included a change to the definition of domestic relationship which is now consistent with the Family Court Act changes. OJRP provided guidance to all police departments and continues to provide technical assistance on the changes.

Support for Other Initiatives

√ OJRP provided extensive technical and research support to the New York State Commission on Sentencing Reform. Staff prepared several informational papers and provided analytical support for the Commission's final report. The final report was released on February 3, 2009.

√ During 2008, OJRP staff prepared 36 reports and responded to 35 requests for probation-related analyses by DPCA, local probation agencies, and DCJS offices.

Office of Justice Research and Performance

√ OJRP worked with OJIS to facilitate the DCJS Mainframe Migration effort, including the migration of the IBR crime and arrest database from the mainframe to the Oracle platform. The IBR migration was accomplished in January 2009.

Crimestat and Performance Reports

OJRP coordinates Crimestat, the performance management program for criminal justice. During 2008, OJRP worked with statewide criminal justice agency managers and executives to develop new performance reports for criminal justice. These reports are used by criminal justice officials and the public.

Monthly performance reports are provided to more than 500 police agencies, 62 district attorneys' offices, 58 probation departments, 58 sheriffs, and executives and managers within state agencies and to help managers focus on areas that need attention. These reports also are posted to *e*JusticeNY, the secure website for law enforcement, where they are available to 48,000 users. These reports ensure that agencies not only know where they need to improve, but also enable DCJS staff to identify agencies that need to be contacted for follow-up and technical assistance. New reports developed during 2008 include:

√ A series of **DNA Reports** to assist in the monitoring of DNA collections for the Office of Forensic Services, including a new report identifying specific courts that are not collecting specimens for offenders sentenced to non-incarcerative, non-supervisory sentences.

√ **IMPACT County Offender Recidivism Report** provides data on offenders released from prison and subsequently returned to prison within one, two and three years from the date of release. Details are provided for each IMPACT county.

√ A new **Domestic Incident Report (DIR) Flag** report indicates how many of an agency's arrest fingerprint transactions were "flagged" by the arresting agency as involving a DIR. This report shows arresting agencies by county and is posted to the Crimestat suite on *e*JusticeNY.

√ OJRP worked with the Fugitive Operations Unit of United States Immigration and Customs Enforcement's (ICE) New York City Office to update New York State Computerized Criminal History (CCH) Records with deportation records. As a result, the **Deportation Alien Banner** was added to more than 7,000 CCH records.

√ OJRP worked with OPDF to design a new quarterly **Crimes Against Revenue Program (CARP)** report. CARP provides grants to the district attorneys in 13 counties to facilitate the investigation and prosecution of those who violate the law by failing to pay tax obligations associated with legal and illegal activities. The report shows revenue from these cases that is collected quarterly by the participating prosecutors' offices and reported to the New York State Department of Tax and Finance.

√ OJRP designed a new report to monitor the percent of arrests coming in through **Store and Forward.** This report measures the progress made toward the January 2010 target date set by DCJS, at which time all arrests should be submitted electronically. Reports are available for non-NYC jurisdictions in the Crimestat suite on *e*JusticeNY.

Office of Administration

Mission

To reduce crime and increase effectiveness by providing support services to the Division of Criminal Justice Services (DCJS) and hosted agencies.

Scope of Operations

The Office of Administration provides support for the Division of Criminal Justice Services, the Division of Probation and Correctional Alternatives, the Crime Victims Board, the State Commission of Correction, the Office for the Prevention of Domestic Violence, and the Board of Examiners of Sex Offenders. The office includes the following program areas:

- **Human Resources Management -** Responsible for position classification, training, examination planning, payroll and benefits administration, employee and labor relations programs, and the agency's workforce diversity and equity programs.
- **Financial Services -** Manages cash, revenue, and local assistance funds. It is responsible for purchasing, contracts, in-house grants, and voucher payments. It develops and implements budgets and spending plans, and prepares required reports.
- **Administrative Services -** Supports agency programs by providing mail and courier services, printing and graphics, central supply and warehouse services, telecommunications, and facilities management for all locations. Administrative Services is also responsible for agency fleet management, security systems, inventory and records management programs.

Key Public Service Areas
- Monitor staffing levels for DCJS and hosted agencies
- Monitor compliance with Equal Employment Opportunity/Affirmative Action Policy (Executive Order No. 6), sexual harassment prevention and human rights laws
- Manage the contracting process for local assistance grants
- Manage cash, revenue and local assistance funds
- Manage the budgeting process and provide fiscal support for DCJS and hosted agencies
- Manage the agency fleet, equipment inventory, printing, central supply and security program

Critical Objectives
- Ensure that DCJS and hosted agencies are adequately staffed to meet their organizational objectives
- Ensure that contracts are processed within prescribed timeframes
- Ensure that recruitment, selection and promotional opportunities are transparent and equitable
- Ensure the efficient and effective execution of procurements and payments to vendors
- Ensure that DCJS and hosted agencies have appropriations and spending plans to meet organizational goals and objectives
- Ensure adequate space, equipment and telecommunications for DCJS and hosted agencies

Office of Administration

Human Resource Management

Human Resources Management (HRM) is responsible for monitoring the staffing levels for all program areas within DCJS and for its four hosted agencies, State Commission of Corrections (SCOC), Division of Probation And Correctional Alternatives (DPCA), Crime Victims Board (CVB), and Office of Prevention of Domestic Violence (OPDV), as well as providing technical guidance and support in the areas of organizational development, labor relations, interviewing and recruitment, cultural awareness and diversity, position classification, staff development and payroll and benefits.

DCJS Staffing Levels
(End of Year)
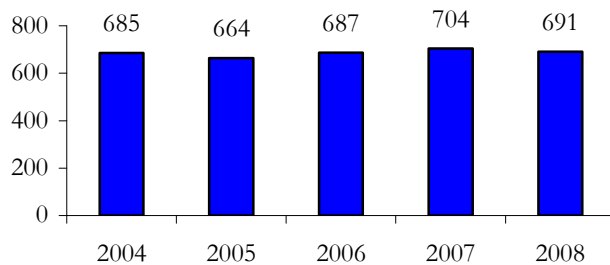
√ DCJS was funded to support a staffing fill level of 727 for the 2008 - 2009 fiscal year.

In 2007, Human Resources Management was reorganized to improve the support provided to agency program managers. A centerpiece of the redesign was the establishment of the Diversity and Equity Programs unit in support of an effort to diversify the agency workforce. There also was a renewed focus on customer service. Human Resources staff now hold regular "customer service" meetings with all deputy commissioners to ensure resources are effectively supporting program goals.

In 2008, HRM provided extensive support for maintaining an effective workforce that can meet the needs of agency managers. HRM staff:

√ Completed 790 personnel transactions involving new hires, promotions, separations and other payroll and staffing actions;

√ Completed 93 personnel transactions involving classification of new positions, reclassification of existing positions, extension of temporary positions and other actions;

√ Worked with the Department of Civil Service to hold examinations for Fingerprint Examiner 1 and 2, in January 2009 and Senior and Associate Training Technician, in June 2008;

√ Worked with the Department of Civil Service to prepare for examinations for 18 additional titles that exist at DCJS and hosted agencies;

√ Trained agency supervisory staff on the probation and performance evaluation process, as well as the coaching and counseling process;

Office of Administration

√ Provided technical labor relations guidance and support to supervisors and represented the agency's interest through resolution of two disciplinary issues, resolution of four out-of-title work grievances, and one contractual grievance;

√ Amended and published a Reasonable Accommodation policy for DCJS;

√ Provided Reasonable Accommodation training to all DCJS supervisors;

√ Developed and implemented a standardized interview plan and procedure for agency interviews.

Financial Services

Financial Services is responsible for executing grant contracts. Contracts are reviewed to ensure that all required documentation is included before submission to the Office of the State Comptroller (OSC) and the Attorney General's Office (AG) for approval.

Contracts Executed
(Annual)

	2006	2007	2008
Grant Contracts Executed	876	1,327	968
Contract Dollars Processed (Millions)	$120.7	$120.4	$103.8

√ During 2008, Financial Services processed 968 grant contracts, a decrease (-27%) from 2007. The decrease is primarily attributed to contract delays due to a variety of spending control actions and the funding of fewer legislative member items during the year. Nearly $104 million was distributed to grantees in 2008.

A target of 35 calendar days has been established as the maximum number of days a grant contract should be in the Financial Services phase of contract processing. The 35-day period includes time needed for Financial Services review, OSC and AG review, and time needed to return the approved contract to the DCJS Office of Program Development and Funding (OPDF).
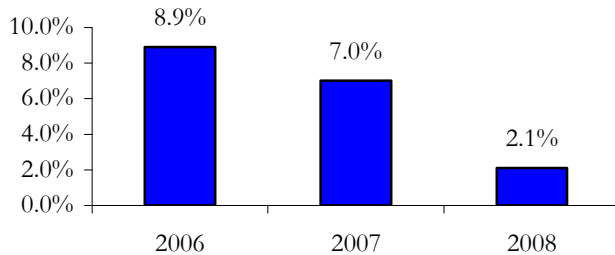
Financial Services Processing Time
(Median Days)
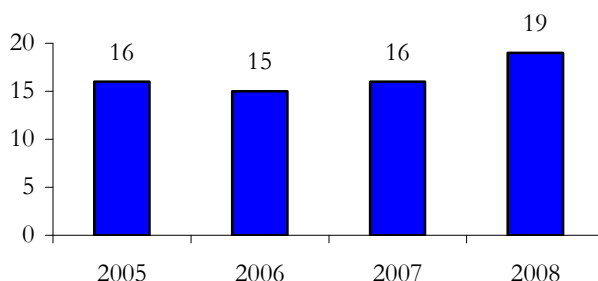
√ During 2008, Financial Services consistently met its goal, processing grant contracts within 19 days, well under the 35-day processing time target.

Office of Administration

Financial Services reviews grant contracts prepared by program staff before submission to OSC and the AG for approval. Contracts that are inconsistent with OSC and AG guidelines are returned to OPDF for correction or modification. Financial Services and OPDF have set a goal of reducing the number of contracts rejected to less than 10 per month, or less than 120 per year.

√ During 2008, 21 grant contracts were rejected, a (-77%) reduction from 2007 when 93 contracts were rejected. This is well within the established goal of 120 per year.

**Contracts Rejected as
% of Total Contracts Executed**

√ Rejected contracts represented only 2% of total contracts processed. Financial Services and OPDF continue to work closely to ensure that grant contracts submitted for processing are complete and error-free.

Financial Services is responsible for paying all vouchers within the 30-day time frame prescribed under the state Finance Law. In instances where vouchers are not paid within the prescribed time frame, state agencies are required to pay interest on the late payment to any interest-eligible vendors. Recognizing that circumstances arise where late payments are unavoidable, Financial Services has established a "not to exceed" target of no more than 10 vouchers paid late per month and a dollar total of no more than $2,500 per month. In 2008, Financial Services met these targets.

Vouchers Paid Late
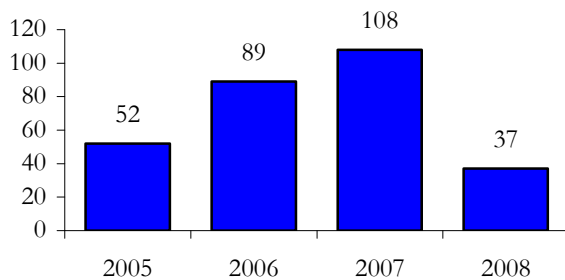
Interest Paid
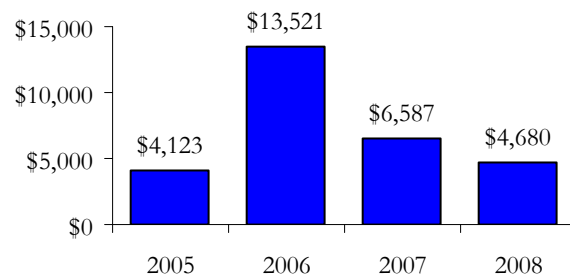
√ During 2008, Financial Services paid 37 vouchers late, as compared to 108 in 2007. The late vouchers represent 0.3% of the 12,739 total vouchers processed.

√ A total of $4,680 in interest on late vouchers was paid in 2008, as compared to $6,587 in 2007. This represents a reduction of 29%.

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Office of Administration

Financial Services continues to implement improvements to the automated Financial Management System (FMS), which processes all transactions and provides automated access to agency financial transactions. FMS provides the necessary infrastructure for other business system improvements. New York State is in the process of developing a statewide financial management system, and DCJS is represented on the state project team in order to ensure that the agency's interests and needs are considered as the project moves forward.

The improvements to FMS allowed DCJS to automate the purchase requisition process. Agency staff can now directly enter purchase requisitions into an automated system and track the status of each transaction. DCJS processes approximately 1,250 requisitions annually, and automation has decreased turn-around time for processing. DCJS is currently piloting similar functionality to automate the internal review process for contracts.

DCJS continues to operate under decentralized program budgeting that provides program managers with the authority to make spending decisions based on operational needs. Each deputy commissioner is provided with a personnel target and budget allocation for the fiscal year, and monthly expenditure reports are provided to assist managers in monitoring resources. Decentralized program budgeting has streamlined the financial decision-making process within the agency.

Administrative Services

Administrative Services coordinates the printing and copying of agency publications and is equipped with state-of-the art printing and copying equipment. As a result, numerous print jobs are processed in-house at significant savings. The savings realized from processing printing/copying jobs for DCJS and its hosted agencies are tracked. This calculation is based upon an estimate of the cost of each printing/copying job as if it were sent to the Office of General Services for processing. These costs are accumulated on a monthly basis and reported as savings from in-house processing.

Print Jobs
(Annual)

	2006	2007	2008
Print Jobs Requested	1,140	1,332	1,336
Savings from In-House Printing/Copying	$219,000	$277,900	$265,004

√ Between January and December 2008, Administrative Services processed and completed 1,336 print jobs (an average of 111 per month) and 100% were completed within the time frame requested.

√ Administrative Services saved $265,004 during 2008 by completing printing and copying jobs in-house.

Administrative Services is responsible for operation of the DCJS mailroom and handles all requests initiated by program areas for mass mailing. This service includes folding and inserting correspondence into envelopes.

√ During 2008, Administrative Services completed 122 bulk mail requests. All requests were completed within the customer's specified time period.

Office of Legal Services

Mission

To reduce crime and improve criminal justice by providing legal advice and counsel to the Division of Criminal Justice Services.

Scope of Operations

The Office of Legal Services (OLS) provides legal advice and guidance to the Commissioner and agency managers from both DCJS and its hosted agencies (DPCA, SCOC, OPDV and CVB). OLS provides guidance to agency staff in carrying out of the agency's mission, including legal issues related to access to criminal history records, the administration of the DNA Databank, law enforcement training and accreditation, and agency procurement. OLS is responsible for FOIL requests, administrative rulemaking, ethics issues, and outside employment requests. OLS also is responsible for training law enforcement agencies regarding human trafficking issues and reviews, and works with the Office of Temporary and Disability Assistance to determine if victim referrals are eligible for victim services. In addition, OLS acts as a liaison between the Commissioner, in her capacity as Deputy Secretary for Public Safety, and the hosted agencies to facilitate coordination of criminal justice policy.

The OLS Law Library maintains subscriptions to Westlaw, Lexis, and Premise. It also contains legal publications, including McKinney's Consolidated Laws of New York, United States Code Annotated, Attorney General and Comptroller Opinions, NYCRR and legal treatises.

Key Public Service Areas

- Act as legal advisor to the Municipal Police Training Council, Law Enforcement Accreditation Council, Security Guard Advisory Council, State Committee for Coordination of Police Services for the Elderly (TRIAD), Statewide Law Enforcement Telecommunications Committee, Motor Vehicle Theft and Insurance Fraud Prevention Board, Juvenile Justice Advisory Group, Commission on Forensic Science, and its DNA Subcommittee
- Respond to questions and requests for legal opinions from agency staff, and provide legal review and guidance on procurement matters
- Review, in consultation with the Office of Temporary and Disability Assistance, human trafficking victim referrals to determine if they are eligible for victim services
- Conduct training on human trafficking and other legal issues
- Act as liaison with the Attorney General on agency-related litigation
- Review and respond to all Freedom of Information Law requests
- Review all ethics issues and requests for approval of other than DCJS employment
- Review and comment on pending legislation and draft legislation
- Maintain and update resources of the OLS Law Library
- Provide continuing legal education for Division and other criminal justice agency attorneys

Critical Objectives

- Ensure compliance with all applicable federal and state laws and regulations
- Provide relevant legal advice and counsel to agency policy makers and staff
- Ensure that human trafficking victim referrals are promptly reviewed and processed

Office of Legal Services

Human Trafficking

During 2008, regulations were drafted and promulgated, setting forth the procedures for confirming victims of human trafficking to receive services under the law.

**Confirmed Victims
of Human Trafficking**

	2008
Confirmed Victims	48

√ New York State's first indictment for sex trafficking under Penal Law section 230.34 was filed in June 2008. The victim is a 16-year-old whom the defendant befriended and after gaining her trust, forced her into prostitution.

Training

During 2008, OLS staff trained law enforcement officials statewide on the new Penal Law offenses and the human trafficking victim confirmation process. In the fall of 2008, OLS in conjunction with OTDA began a series of human trafficking seminars around New York State. The course is designed for both law enforcement personnel and victim service providers. Topics include identifying sex trafficking, sex tourism and labor trafficking, updated investigative techniques and the benefits of a multidisciplinary approach when investigating and prosecuting human trafficking cases.

**Human Trafficking
Training**

	2008
Training Sessions Held	24
Number of Persons Trained	583

√ During 2008, OLS held 24 human trafficking training sessions statewide, and trained 583 law enforcement and service provider personnel.

Support for Other DCJS Program Areas

√ 898 Freedom of Information Law (FOIL) requests were received and processed.

√ 81 requests for approval for employment outside DCJS were received and processed.

Office of Internal Audit and Compliance

Mission
To provide assurance to management and the public that agency resources are used effectively and efficiently and in accordance with state and federal laws.

Scope of Operations
The Office of Internal Audit and Compliance (OIAC) coordinates and conducts audits for DCJS. These audits include reviews of the use of criminal history record information (CHRI) to ensure that law enforcement agencies are using these records consistent with state and federal laws. OIAC conducts fiscal audits of entities receiving federal and state funding to ensure that monies are spent in accordance with contract terms. In addition, OIAC conducts reviews of selected DCJS operations to ensure that internal controls have been established and programs are operating effectively.

OIAC fulfills the statutory requirement for the DCJS internal audit function. It also offers internal audit services to the DCJS-hosted agencies: Crime Victims Board, the Division of Probation and Correctional Alternatives, the State Commission of Correction, the Office for the Prevention of Domestic Violence and the Board of Examiners of Sex Offenders.

OIAC provides audit and oversight services in 10 functional areas:

- **Internal Audits** of DCJS operations provide executives and managers with important feedback on processes, procedures and program effectiveness.
- **Grant Contract Compliance Reviews** ensure that state and federal funds awarded to advance criminal justice goals and initiatives are expended in accordance with contract terms and that key deliverables are met. These reviews also deter and detect fraud, waste and abuse.
- **Criminal History Access Compliance Reviews** ensure that the access of individual criminal history records by courts, police departments, probation and parole offices, correctional facilities, district attorneys and other law enforcement officials was authorized, necessary and appropriate.
- **Court Arraignment and Disposition Accuracy Assessments** ensure that court data maintained in the electronic criminal history record information system (CHRI) matches the source documents maintained by state and local courts.
- **Uniform Crime Reporting Accuracy Reviews** determine whether the monthly crime statistics reported to DCJS by local law enforcement agencies are accurate and supported by incident reports and other source documentation.
- **Department of Motor Vehicle Photo Audits** ensure that DMV photos accessed by law enforcement are used only for legitimate investigatory purposes.
- **Single Audit Monitoring** tracks the submission of Single Audit reports by grantee agencies which receive more than $500,000 in federal funding. Audit reports are reviewed to identify any significant issues which may warrant follow-up.
- **Data Quality and Integrity Evaluations** ensure the identification, cataloging and prioritization of data quality issues that impact the integrity and accuracy of criminal history records.

Office of Internal Audit and Compliance

- **Coordination of External Audit Activities** ensure that auditors from the Office of the State Comptroller (OSC), the Federal Bureau of Investigation, the U.S. Department of Justice, and other oversight agencies, have access to the resources and stakeholders needed to complete their reviews. OIAC also coordinates DCJS responses to external audits, and advocates for DCJS to ensure that audit findings and recommendations are fair and balanced.
- **Investigations of Fraud, Waste and Abuse** provide an independent evaluation of allegations of impropriety through fact finding and evidence gathering to assist DCJS in formulating an appropriate response.

Key Public Service Areas
- Conduct reviews of agency operations to ensure effective and efficient use of state resources
- Protect privacy by ensuring that criminal history record information is disseminated consistent with state and federal law
- Conduct audits of entities receiving federal and state funds to ensure that monies are spent in accordance with contract

Critical Objectives
- Evaluate the adequacy and effectiveness of internal controls within DCJS
- Ensure that users of criminal history record information are in compliance with use and dissemination policies established by the National Crime Information Center (NCIC) policy and applicable state laws
- Ensure that grantees meet contract requirements

Office of Internal Audit and Compliance

During 2008, OIAC focused on five major areas: internal audits; grant contract compliance reviews; criminal history access compliance reviews; court arraignment and disposition accuracy reviews; and Uniform Crime Reporting accuracy reviews.
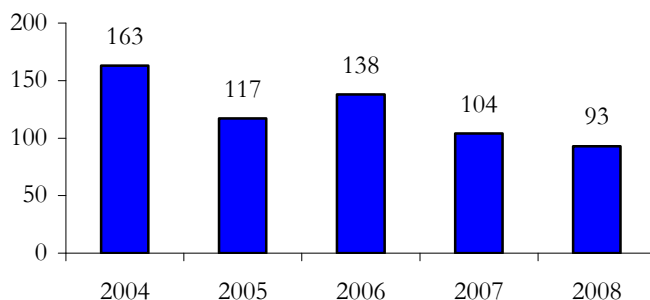
Internal Audits

Under the terms of the New York State Government Accountability, Audit, and Internal Control Act, the Division of the Budget has identified DCJS as an agency that must have an internal audit function. Internal auditing is an independent appraisal activity established by the management of an organization for the review of operations as a means of assuring conformance with management policies and validating the effectiveness of internal controls. The Internal Control Act requires that internal audits are conducted in accordance with applicable internal audit standards. Those standards include a mandate that audits be selected based upon a risk assessment of agency operations. OIAC provides internal audit services to both DCJS and its hosted agencies, including the State Commission of Correction, the Division of Probation and Correctional Alternatives, the Crime Victims Board and the Office for the Prevention of Domestic Violence.

√ Two internal audits were completed during 2008: DCJS Travel Practices and DNA Databank Management by the Office of Forensic Services. Findings were shared with program managers who implemented corrective actions where needed.

Grant Contract Compliance Reviews

DCJS administers more than 2,300 grant contracts with government, not-for-profit and law enforcement agencies. During 2008, more than $103 million in grants were administered through DCJS. Financial audits of grantee compliance with DCJS grant contract terms are conducted by audit staff. Auditors review documentation supporting the grantee's claim for expenditures incurred under its contract with DCJS. Auditors compare reported expenditures to the grant contract budget to ensure that Federal and State funds were expended consistent with the contract budget.

Audits of Grant Contracts
(Annual)

√ During 2008, OIAC conducted 93 fiscal audits of grant contracts.

Office of Internal Audit and Compliance

Review of Single Audit Reports

Single audits are audits conducted by an independent Certified Public Accountant that included both financial and compliance components covering a grantees use of federal funds. OIAC monitors receipt of these single audit reports and reviews these reports to identify issues that are related to DCJS grantees.

√   During 2008, more than 60 Single Audit Reports were received and reviewed by OIAC.

Criminal History Access Compliance Reviews

The Office of Internal Audit and Compliance reviews the use of criminal history record information (CHRI) at various state criminal justice agencies, and local law enforcement agencies. The auditors review from 25 to 100 transactions at each agency reviewed. Documentation is reviewed for each transaction to ensure that requests for CHRI are consistent with state, federal and local laws.

√   During 2008, OIAC reviewed 418 agencies that used official criminal history record information (rapsheets), the same number of reviews as were completed in 2007. Findings were shared with audited agencies for corrective action.

√   During 2008, OIAC developed a monitoring database to track the results of site visits and self-audit surveys. A risk score was developed that identifies agencies at a higher risk for engaging in inappropriate access of criminal records based on survey responses and previous audit reports. The highest risk agencies were then targeted for on-site view, enabling OIAC to more effectively allocate scarce travel and staff resources.

Compliance Reviews of CHRI Users
(Annual)
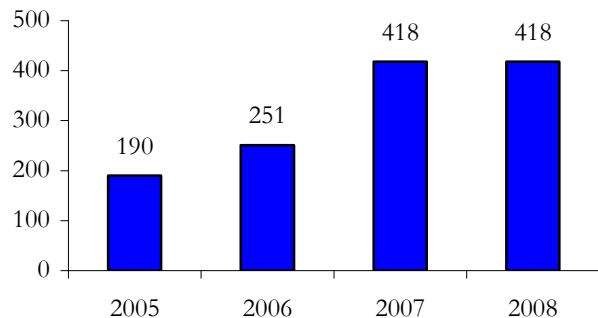
Court Arraignment and Disposition Accuracy Reviews

In 2005, OIAC initiated a process to verify the accuracy of DCJS criminal history records. On-site audits continued to be conducted during 2008 at courts where case records maintained in the courts were compared to the arrest and disposition data provided to DCJS for inclusion in the criminal history record. During each review, a sample of 50 to 120 dispositions is compared to source documentation retained by the court.

Office of Internal Audit and Compliance

Court Reviews
(Annual)
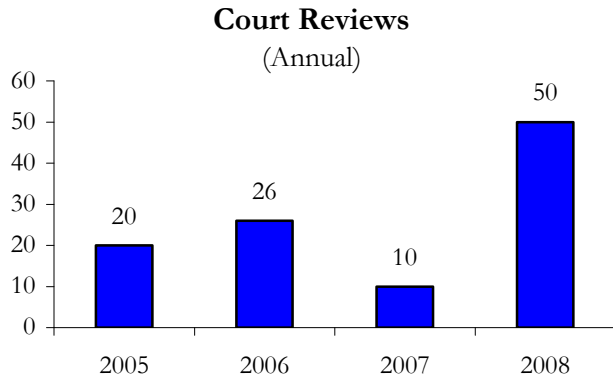
√ During 2008, the audit unit reviewed records from 50 courts to verify the accuracy of dispositions reported to DCJS. More than 5,000 cases were reviewed. Findings were shared with the individual courts, providing valuable feedback on records accuracy.

√ The court reviews showed that there was a 96% accuracy rate among the courts reviewed in 2008.

Uniform Crime Reporting Accuracy Reviews

Crime data reported to DCJS by law enforcement agencies becomes part of New York State and national crime statistics. In addition, crime data are summarized by DCJS, and provided to police departments for policy and planning purposes. The accurate reporting of crime data assists law enforcement personnel and administration in tracking patterns and trends, deploying resources, allocating funding and developing appropriate interventions for areas with a high volume of crime. Accurate crime data also is key in gauging the effectiveness of criminal justice programs targeted to crime reduction for certain offenses or geographic areas.

√ During 2008, OIAC initiated 16 reviews of Uniform Crime Reporting data (UCR) submitted by agencies receiving Operation IMPACT funding, which is aimed at reducing crime rates in counties with the highest volume of violent crime.

DMV Photo Audits

OIAC plays an important role in ensuring that DMV photos obtained by user law enforcement agencies were obtained consistent with DMV rules and regulations covering access and use of DMV photos. During 2008, OIAC collaborated with the New York State Police to ensure that all user law enforcement agencies are audited during a three-year cycle. OIAC identifies the specific agencies to be audited, selects the cases to be reviewed, and reviews the reports prepared by the State Police.

√ Nearly 50 DMV photo audits were completed during 2008 in collaboration with the New York State Police.