



# 2006 Crimestat Report

Performance Report  
for the  
New York State  
Division of Criminal Justice Services

ELIOT SPITZER

Governor

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Commissioner

# **Introduction**

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This report provides 2006 information on the performance of the New York State Division of Criminal Justice Services (DCJS). The mission of DCJS is to enhance public safety and improve criminal justice. DCJS is staffed with approximately 700 employees and is comprised of eight departments.

DCJS established Crimestat, the performance management program for criminal justice, in 2003. While the Crimestat program monitors performance for a wide range of criminal justice agencies and program areas, this report focuses exclusively on DCJS agency operations. Other performance reports are issued periodically by the Crimestat Unit.

The data presented are compiled from information provided by DCJS managers through the monthly Crimestat process. Performance information is presented back to 2002 in areas where such data are available. In this report, performance measure data may be compared to established targets or previous year data. For some measures, previous year data are shown simply for comparison purposes to show program growth or increases and decreases in workload. More detailed information on DCJS program activities is available on the DCJS website [www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us) or by calling 1-800-262-3257.

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. The 2006 report is available on the DCJS website at [www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us). For more information on criminal justice performance management, please call 518-457-0439 or email [crimestat@dcjs.state.ny.us](mailto:crimestat@dcjs.state.ny.us).

This report is also available on the DCJS website at [www.criminaljustice.state.ny.us](http://www.criminaljustice.state.ny.us)

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# **Office of Administration**

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## **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.

- **Human Resources Management** is responsible for position classification, training, examination planning, payroll and benefits administration, and employee and labor relations 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 the Division of Criminal Justice Services and hosted agencies
- Manage the contracting process for local assistance grants
- Manage cash, revenue, and local assistance funds
- Manage the budgeting process, and provide fiscal support for the Division of Criminal Justice Services and hosted agencies
- Manage the agency fleet, equipment inventory, printing, central supply and security program

## **Critical Objectives**

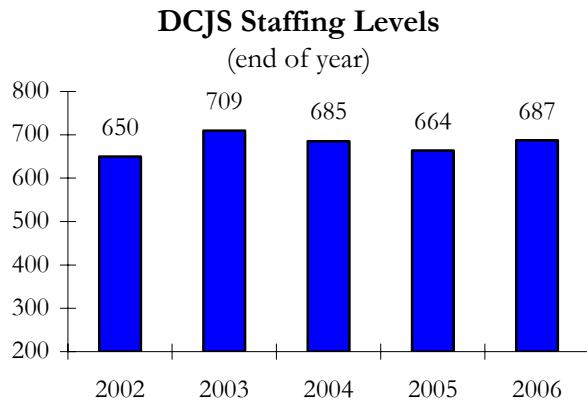
- Ensure that the agency and hosted agencies are adequately staffed to meet their organizational objectives
- Ensure that contracts are processed within prescribed timeframes
- Ensure the efficient and effective execution of procurements, and payments to vendors
- Ensure that the agency and hosted agencies have appropriations and spending plans to meet organizational goals and objectives
- Ensure adequate space, equipment, and telecommunications for the agency and hosted agencies

# Office of Administration

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## Human Resource Management

Human Resources Management is responsible for monitoring the staffing levels for all program areas within DCJS and for its four hosted agencies.



- ✓ DCJS was funded to support a fill level of 719 for the 2006 – 2007 fiscal year. Staff attrition, primarily due to retirements, has resulted in vacancies that program areas are working to fill.

In 2006, Human Resources Management implemented the Human Resources Information System/Leave Accrual Tracking System (HRIS/LATS) at DCJS. HRIS is an automated personnel system that provides detailed management reports in numerous areas, including: hiring, promotion and payroll; probation and performance evaluation tracking; eligible list maintenance; and labor relations tracking. After implementing HRIS, the Office of Administration converted to LATS, an automated attendance and leave accrual system, which eliminated the need for paper timecards. HRIS/LATS allows Human Resources staff to work more efficiently and effectively, and provides improved service to agency managers.

## 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)

|   |         |
|---|---------|
| <b>2006 Grant Contracts Executed</b>              | 876     |
| <b>2006 Contract Dollars Processed (Millions)</b> | \$220.7 |

- ✓ During 2006, Financial Services processed 876 grant contracts and distributed nearly \$221 million to grantees.

A target of 35 business 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, Office of Legal Services, OSC and AG review, and time needed to return the approved contract to the DCJS Bureau of Justice Funding (BJF).

# Office of Administration

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**Financial Services Processing Time**  
(annual)

| Average Financial Services Processing Time (Business Days) | 2005 | 2006 |
|--|------|------|
|  | 16   | 15   |

- ✓ During 2006, Financial Services consistently met its goal, processing grant contracts within 15 days, well under the 35-day processing time target.

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 BJF for correction or modification. Financial Services and BJF have set a goal of reducing the number of contracts rejected to less than 10 per month, or less than 120 per year.

**Contracts Rejected**  
(annual)

| 2006 Number of Grant Contracts Rejected | 78 |
|---|----|
|---|----|

- ✓ During 2006, 78 grant contracts were rejected, well within the established goal. Rejected contracts represented 9% of total contracts processed. Financial Services and BJF 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 2006, Financial Services met these targets.

**Voucher Processing: Late Payments**  
(annual)

| 2006 Vouchers Paid Late | 2005    | 2006     |
|-------------------------|---------|----------|
|                         | 52      | 88       |
| 2006 Interest Paid      | \$4,123 | \$12,621 |

- ✓ During 2006, Financial Services paid 88 vouchers late, as compared to 52 in 2005. The late vouchers represent 1% of the 10,192 total vouchers processed.
- ✓ A total of \$12,621 in interest on late vouchers was paid in 2006, as compared to \$4,123 in 2005.

## **Office of Administration**

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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 2,700 requisitions annually, and automation has decreased turn-around time for processing.

DCJS continues to operate under decentralized program budgeting which 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, and the Office of Administration continues to develop additional tools to assist managers in the resource allocation process.

### **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 can now be processed in-house at significant savings. The savings generated 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 Printing/Copying.

| <b>Print Jobs<br/>(annual)</b>                     |           |
|--|-----------|
| <b>2006 Print Jobs Requested</b>                   | 1,140     |
| <b>2006 Savings from In-House Printing/Copying</b> | \$219,000 |

- ✓ Between January and December 2006, Administrative Services has processed and completed 1,140 print jobs (an average of 95 per month) and 100% were completed within the time frame requested.
- ✓ Administrative Services saved \$219,000 during 2006 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.

## **Office of Administration**

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- ✓ During 2006, Administrative Services completed 142 bulk mail requests. All requests were completed within the customer's specified time period.

In 2006, Administrative Services implemented a fixed assets inventory management tool to allow for accurate tracking, transfer and reporting on the agency's fixed asset inventory. This tool reduces demands on staff resources, lessens the time spent on manual processes, and provides an accurate and timely accounting of assets.

# **Office of Strategic Planning**

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## **Mission**

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

## **Scope of Operations**

The Office of Strategic Planning is comprised of the Bureau of Justice Funding, the Bureau of Justice Research and Innovation, and the Bureau of Justice Partnership.

- **Bureau of Justice Funding (BJF)** allocates State and Federal funding to support criminal justice strategies and monitors programs funded by DCJS. BJF applies for discretionary federal awards and pursues grant opportunities for State criminal justice agencies and local partnership projects.
- **Bureau of Justice Research and Innovation (BJRI)** evaluates existing programs, develops new programs and researches best practices. BJRI works with funded programs to implement best practices related to criminal justice strategies and coordinates the involvement of local research partners on funded strategies.
- **Bureau of Justice Partnership (BJP)** is responsible for the management, coordination and implementation of Operation IMPACT. Operation IMPACT is New York State's comprehensive crime fighting program designed to achieve sustained, long term crime reduction across the state. Established in 2004, Operation IMPACT supports crime reduction within the 17 counties which account for 80 percent of the crime reported outside New York City. Bureau staff persons act as DCJS ambassadors and are assigned by geographic area. IMPACT counties include: Albany, Broome, Chautauqua, Dutchess, Erie, Monroe, Nassau, Niagara, Oneida, Onondaga, Orange, Rensselaer, Rockland, Schenectady, Suffolk, Ulster, and Westchester.

## **Key Public Service Areas**

- Allocate State and Federal funds to meet criminal justice needs throughout the State and monitor DCJS-funded programs
- Evaluate existing programs and develop new programs
- Provide support for local agencies in their crime reduction efforts
- Support Operation IMPACT jurisdictions to ensure effective implementation of crime reduction strategies

## **Critical Objectives**

- Ensure effective and efficient distribution of local assistance and Federal monies
- Process grants timely
- Monitor grantee performance and compliance with contract terms
- Develop new programs and conduct research that supports the DCJS mission
- Work with localities to reduce crime

# **Office of Strategic Planning**

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## **Contract Monitoring**

The DCJS Bureau of Justice Funding (BJF) is responsible for the allocation of local assistance funding across the State to support criminal justice agencies and initiatives. BJF is responsible for all grant contracts from the time the application is received from the grantee until the grant contract is closed. This includes monitoring grantee progress, 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. Beginning in 2005, BJF significantly increased its efforts to close grant contracts by aggressively pursuing outstanding program and fiscal reports.

### **Contracts Executed/Closed**

(annual)

|                                | <b>2006</b> |
|--------------------------------|-------------|
| Contracts Executed During Year | 866         |
| Contracts Closed               | 1,478       |

- ✓ A total of 866 new grant contracts were executed during 2006.
- ✓ During 2006, 1,478 contracts were closed.

### **Active Contracts**

(end of year)

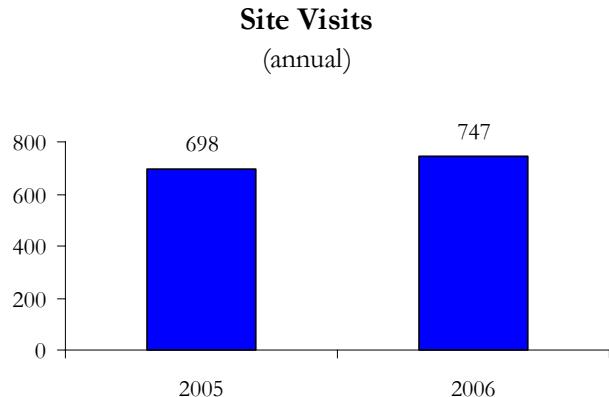
| <b>Contract Type</b> | <b>2006</b> |
|----------------------|-------------|
| Fully Executed       | 1,029       |
| Contracts In Process | 1,103       |
| Active Contracts     | 2,132       |

- ✓ At the end of 2006, BJF was responsible for 2,132 active grant contracts. Of these, 1,103 were in process, and 1,029 were fully executed.
- ✓ The number of grantees decreased in 2006 from 682 grantees to 616 grantees on December 31, 2006, primarily due to BJF efforts to close outstanding contracts. Many grantees have more than one contract with DCJS.

BJF staff who are assigned contract monitoring responsibilities conduct site visits of grantee organizations to ensure that services are provided in accordance with contract terms. Contract monitoring staff are required to make site visits to each grantee during the year.

# Office of Strategic Planning

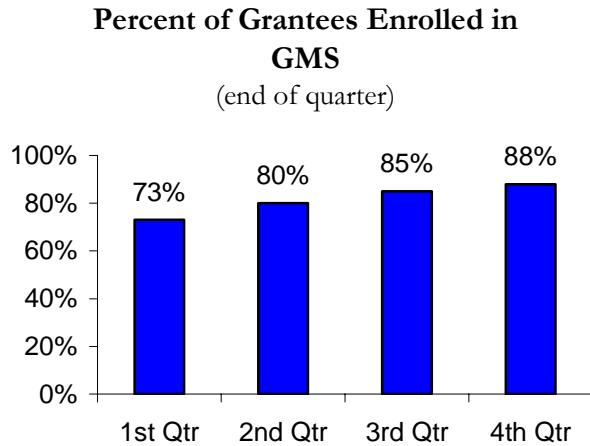
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- ✓ During 2006, BJF staff conducted 747 site visits, about 7% higher than last year.

\* 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 on-line through GMS. BJF is currently working to get all grantees registered and using GMS.



- ✓ Between March and December 2006, the number of grantees registered to file electronically increased from 73% to 88%.

DCJS has established a 170 calendar day processing time target for all grant contracts. Processing time is monitored in three categories: BJF 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.

# Office of Strategic Planning

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**Percent of Contracts Processed Within Target Timeframe  
(annual)**

| <b>2006</b>                   | <b>Target</b> | <b>Percent</b> |
|-------------------------------|---------------|----------------|
| BJF Processing                | 45 days       | 59%            |
| Grantee Processing            | 90 days       | 57%            |
| Financial Services Processing | 35 days       | 70%            |
| Total Grant Processing        | 170 days      | 53%            |

\* Data for prior years not available.

- ✓ During 2006, 53% of grant contracts were processed within the 170-day target.

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

- ✓ During 2006, the percent of grant contracts processed within 45 days for BJF processing averaged 59%.

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 sign and return the contact to BJF. A target time of 90 days has been set for this segment of the process. It is expected that as more grantees register on GMS, the processing time will improve for this segment of processing.

- ✓ The percent of grant contracts returned within the 90-day standard averaged 57% during 2006. Grantee processing time showed significant improvement between March and December 2006 due to an increase in grant applications submitted using DCJS' electronic Grants Management System.

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

- ✓ In 2006, the percent processed within the 35-day target time frame for Financial Services processing has remained relatively consistent, with an average of 70% processed within standard.

## Support for Operation IMPACT

The Office of Strategic Planning provides ongoing support for and oversight of the Operation IMPACT program. Staff dedicated to Operation IMPACT spend extensive time in the field. OSP contract management and research staff also provide extensive support for this program.

- ✓ BJP ambassadors provided day to day program support for the 50 law enforcement agencies and 17 District Attorney's Offices who participate in IMPACT partnerships. BJP staff coordinate a wide range of services delivered to IMPACT partners, and routinely refer

## **Office of Strategic Planning**

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partner agencies to other DCJS offices for technical assistance, analytical support, and other services.

- ✓ BJP staff routinely participate in local IMPACT operational and command staff meetings, press events, and community meetings. In 2006, staff attended 174 locally held Operation IMPACT meetings.
- ✓ Each month, the Executive and command staff from one county partnership formally meet with the DCJS Commissioner and other State criminal justice executives to review crime trends and assess program effectiveness. In 2006, BJP staff coordinated 12 formal Crime Trends meetings in Albany for high level representatives from participating counties, including district attorneys, police chiefs, county probation directors, and Parole and State Police executives.
- ✓ Research staff use computerized criminal history information to assist IMPACT sites and other departments with identifying chronic offenders, for the purpose of targeting investigations and prosecutions. During 2006, two large police departments were assisted.
- ✓ Research staff use the statewide warrant database and computerized criminal history records to help police prioritize warrants, making warrant sweep initiatives more productive. During 2006, seven jurisdictions were assisted.

In 2006, DCJS developed and implemented the Intelligence and Crime Analysis Team (ICAT) model in the 17 IMPACT counties. ICAT provides an infrastructure for integrating local crime analysis capability with intelligence so that intelligence-led policing strategies can be developed and implemented. Local ICATs are comprised of the chief and command staff from the primary Operation IMPACT police departments who direct enforcement; crime analysts who compile crime data; and field intelligence officers who maintain criminal intelligence information.

- ✓ During 2006, DCJS researchers conducted in-depth analyses of the 17 primary Operation IMPACT police departments to assess their capacity to implement intelligence-led policing.
- ✓ OSP staff delivered a four-day training conference in November 2006 that trained 250 crime analysts, field intelligence officers and local Executive staff in the most effective use of criminal intelligence and analysis in developing crime reduction strategies.
- ✓ OSP also organized and sponsored two crime analysis training sessions, and a two-day advanced mapping course for 12 local analysts.
- ✓ OSP coordinated and delivered 13 two-day courses on debriefing techniques for 130 field intelligence officers in 2006.
- ✓ OSP researchers and Geographic Information System (GIS) specialists worked directly with 18 primary and secondary IMPACT sites during 2006. Staff analyzed and mapped local crime and assisted with crime analysis within each department.

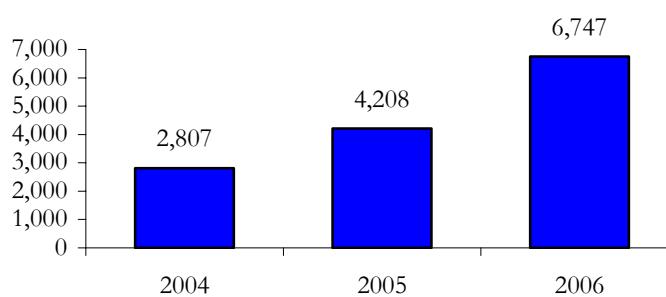
# Office of Strategic Planning

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Information sharing is another critical cornerstone of Operation IMPACT. All IMPACT funded agencies are required to report their crime to DCJS within 30 days, and are contractually required to use several critical statewide information sharing systems, including the two systems described below.

The Safe Automated Fast Event Tracking Network (SAFETNet) is the State's de-confliction system that maintains information on targets and locations currently under investigation. Police agencies which register targets immediately learn if the target is the subject of another investigation, promoting interagency coordination and ensuring officer safety. BJP staff closely monitor SAFETNet submissions for IMPACT agencies.

**SAFETNet Target Submissions by  
IMPACT Police Departments (annual)**

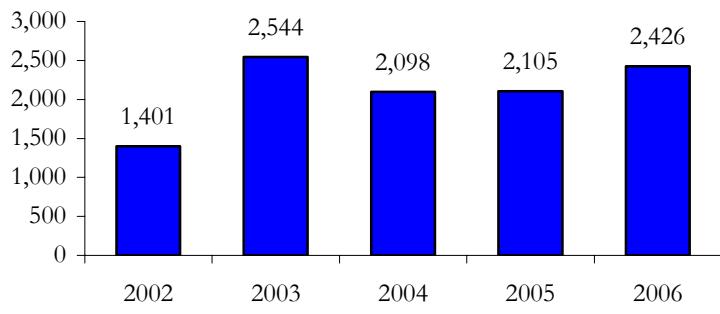


Data prior to 2004 not available.

- ✓ The number of investigative targets entered into SAFETNet by IMPACT jurisdictions continued to increase in 2006. A total of 6,747 targets were submitted as compared to 4,208 during 2005, an increase of 60%.

IMPACT agencies also share information about firearms. When police agencies recover a firearm which 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. 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. BJP staff monitor submissions closely to ensure all crime guns are submitted for trace.

**Crime Gun Submissions by Primary  
IMPACT Police Departments (annual)**



- ✓ Primary IMPACT police departments transmitted 2,426 records of recovered crime guns in 2006, an increase of 15% as compared to 2005.
- ✓ The 17 primary IMPACT police departments accounted for 58% of the crime gun transactions submitted to the Clearinghouse during 2006 by agencies outside of New York City.

# **Office of Strategic Planning**

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## **Support for Other Criminal Justice Initiatives**

OSP plays a key role in several criminal justice strategy areas, and plays a lead role in criminal justice program evaluation.

- ✓ OSP coordinated and implemented a new County Re-entry Task Force grant program in 2006 to strengthen 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 drug treatment providers, and victim advocacy organizations.
- ✓ The task forces have extensive support from DCJS, the Division of Parole, the Office of Alcoholism and Substance Abuse Services and the Department of Correctional Services. The nine counties awarded grants include Erie, Monroe, Nassau, Oneida, Orange, Rensselaer, Rockland, Suffolk and Westchester. Training and on-going support is provided to these participating counties. During 2006, OSP provided training to 160 task force participants.
- ✓ Researchers completed a pilot study in 2006 to develop a process for examining the success and recidivism rates for alternative to incarceration programs funded by the Division of Probation and Correctional Alternatives (DPCA). DPCA and OSP researchers have implemented the process and are now measuring program recidivism among the programs on an ongoing basis.
- ✓ During 2006, researchers completed major analyses for selected drug treatment programs. These included: an assessment of the State's Drug Treatment Alternative to Prison (DTAP) programs; a process and outcome analysis of the Structural Treatment to Enhance Public Safety (STEPS) program; and a collaboration with researchers at the University of Pennsylvania and Phoenix House researchers on a recidivism study for persons served in Phoenix House therapeutic community programs in New York State.
- ✓ OSP researchers and a statewide team conducted an assessment of sex offender management in New York State, which included conducting statewide surveys, system mapping and evidence-based practice guidance. Funding for this project was provided by the Federal Bureau of Justice Assistance through the Center for Sex Offender Management grant. The assessment information will be used to inform and guide the newly established Office of Sex Offender Management within DCJS.
- ✓ DCJS researchers convened and provided staff support for an eight-agency team that produced a statewide Youth Violence Reduction Strategy (YVRS).

# Office of Justice Information Services

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## 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 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. The Office of Justice Information Services includes six program areas:

- **Enterprise Development** is responsible for application development and support of large scale, integrated information systems supporting the criminal justice community. This development includes analysis, design, coding, unit testing and documentation.
- **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.
- The **Customer Service Group** provides 24-hour user support for systems developed or supported by OJIS, and also supports the DCJS websites. The Customer Service Group includes the Customer Contact Center (CCC) and Quality Assurance.
- The **Project Management Office** (PMO) was created within OJIS in 2005. The PMO is responsible for the effective use of IT resources. The PMO maintains an inventory of all technology projects and reviews all new projects. For each proposed project, the PMO analyzes the project's purpose, resources required, time lines and how the project aligns with agency priorities before the project is submitted for Executive review and approval.
- **Information Security Office** is responsible for the implementation and support of Information Security policies and standards to safeguard DCJS' technical and physical assets. Policies and standards cover agency servers and networks, Data Center access, secure network access, and secure application development.
- **System Planning and Standards Group** is responsible for the Office of Justice Information Services budgeting, purchasing and IT procurement. The group provides critical IT support through the creation of technical and information processing standards.

## 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

## Critical Objectives

- Increase the number of criminal justice agencies enrolled in and using eJusticeNY
- 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 uninterrupted operation of mainframe, network, and website operations
- Ensure alignment of IT resources with agency priorities through project management

# Office of Justice Information Services

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## eJusticeNY

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

Over the past four years, DCJS has expanded eJusticeNY access to law enforcement agencies throughout New York State. Beginning in 2005, DCJS expanded technical assistance and enhanced support for eJusticeNY. Connectivity options were also expanded and local training was conducted. Hardware and software enhancements improved performance and reduced system downtimes.

### New eJusticeNY Features and Enhancements

During 2006, OJIS staff worked closely with DCJS program managers to develop seven new features on eJusticeNY to improve support services for law enforcement.

- ✓ **eJusticeNY Splash Page** - The introduction, or “splash” page, of eJusticeNY was revised significantly during 2006 and is now updated each week. The page includes important criminal justice policy and program updates from the DCJS Commissioner and also highlights eJusticeNY content changes. Technical updates are also noted on the splash page.
- ✓ **Crimestat Suite** - This suite became available in May 2006 to provide local police agencies with management information and performance reports for their agency and county. Local agencies use this information to monitor reported crime, key trends and criminal justice activities and initiatives.
- ✓ **Sex Offender Management Suite** - This suite was instituted in December 2006 to assist criminal justice agencies and the courts as they work to identify, register, monitor and report on sex offenders. It provides access to sex offender reference materials and the complete Registry search function. Information is organized by user to meet the needs of police agencies, courts, jails, and supervising agencies. The suite includes reports of offenders who require local action or attention.
- ✓ **DNA Services Suite** - This suite was developed and implemented in July 2006 in response to the significant DNA expansion legislation enacted in June 2006. The suite provides law enforcement and the courts with a single point of access for information related to DNA collections and oversight.
- ✓ **Department of Motor Vehicle (DMV) Services Suite** - Through a collaboration among DMV, DCJS and the New York State Police (NYSP), the DMV Photo System became available over eJusticeNY in December 2006. This system provides direct access to the New York State Department of Motor Vehicles' database of digitized driver photo images. Access to the DMV Photo System was granted to Operation IMPACT police departments, the New York City Police Department (NYPD), the Division of State Police, and active users of the Traffic and Criminal Software System (TraCS).

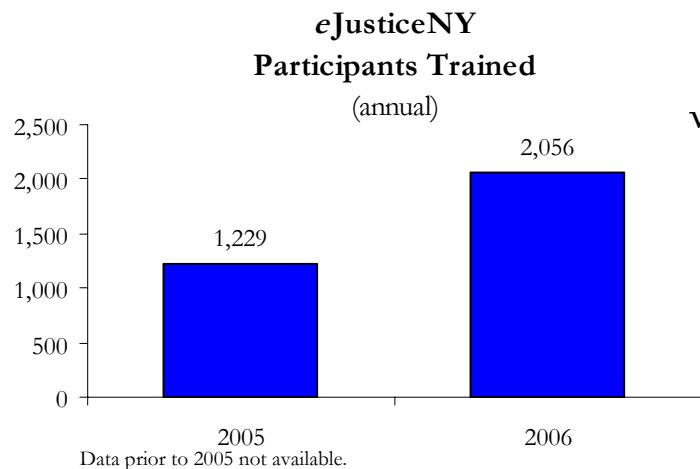
# Office of Justice Information Services

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- ✓ **NYS Criminal Justice Imaging System (CJIMS)** - This new suite, added in December 2006, allows authorized criminal justice agencies a single access to the State's centralized photo-image/mug shot database through their connection to the eJusticeNY portal. CJIMS is a customized version of DataWorks Plus Digital PhotoManager. DCJS' growing mug shot database contains approximately 1.2 million usable images with DCJS receiving mug shot photos from the NYPD, the NYSP, other local police departments and correctional facilities that use the Live Scan/Store and Forward fingerprint submission process. These agencies account for over 85% of the arrest events submitted to DCJS. eJusticeNY users also have access to the NY/NJ High Intensity Drug Trafficking Area (HIDTA) image database.
- ✓ **NYSID (New York State Identification Number) Subscription Service** - Authorized users from law enforcement agencies are allowed to "subscribe" or request notification of subsequent fingerprint-based activity occurring on specified Criminal History Records. Only agencies with valid Use and Dissemination agreements and associated reason codes are eligible for this service. The purpose of this service is to allow law enforcement investigators to monitor subjects of interest in criminal investigations.

## Training

OJIS staff regularly provide training on eJusticeNY to ensure that new users can access critical criminal justice information, and learn about new features and reports available on eJusticeNY. (In addition to the training provided, all eJusticeNY users can call the DCJS Customer Contact Center at any time for technical assistance and support. CCC operates a 24-hour help desk which services all eJusticeNY customers see page 21 of this report). In 2006, DCJS greatly expanded training available to staff outside DCJS, particularly for local law enforcement agencies that use eJusticeNY.



- ✓ A total of 2,056 personnel were trained in the use of eJusticeNY in 2006, an increase of 67% over 2005.

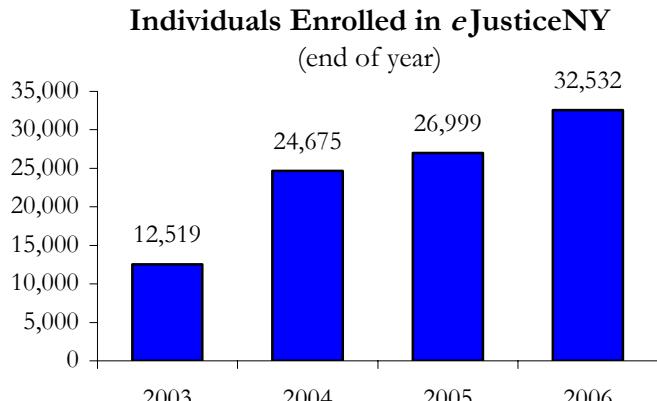
# Office of Justice Information Services

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## Enrollments and Usage

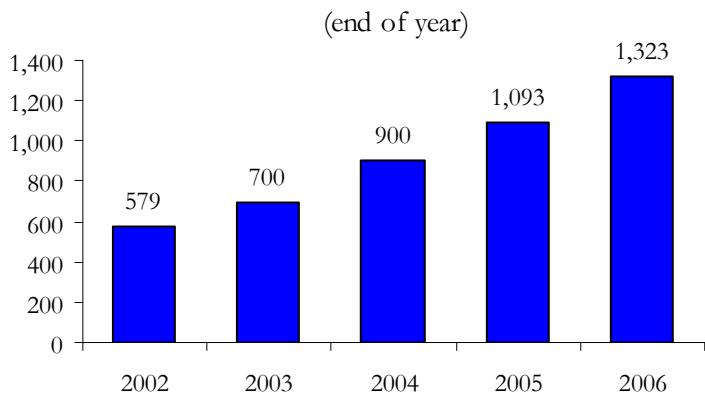
DCJS closely monitors law enforcement enrollments in *eJusticeNY*, with the largest, most active police departments receiving priority.

- ✓ The number of individuals enrolled in *eJusticeNY* increased dramatically between 2003 and 2006, with 32,532 individuals enrolled in December 2006.



Data prior to 2003 not available.

## Agencies Enrolled in *eJusticeNY*

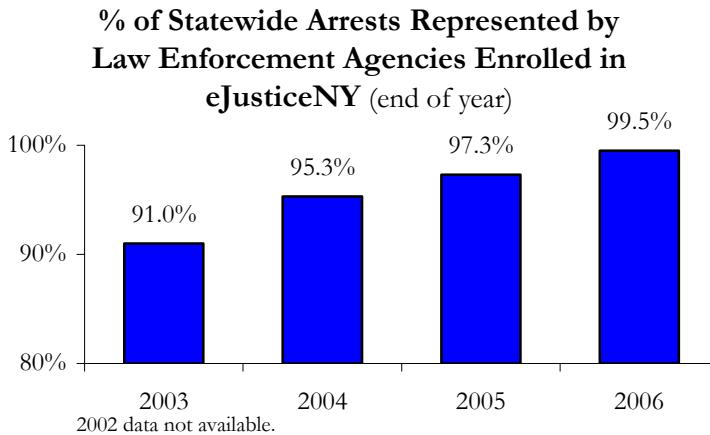


- ✓ The number of agencies enrolled in *eJusticeNY* more than doubled between 2002 and 2006, with 1,323 agencies enrolled at the end of 2006.
- ✓ Of the 230 new agencies enrolled in 2006, 101 were law enforcement agencies. Law enforcement agencies include local police departments, sheriffs' offices with policing responsibilities, and the State Police.

The number of arrests submitted by each police department is used to gauge department size/activity. DCJS established a 2006 goal to register law enforcement agencies responsible for 99.5% of reported arrests statewide.

# Office of Justice Information Services

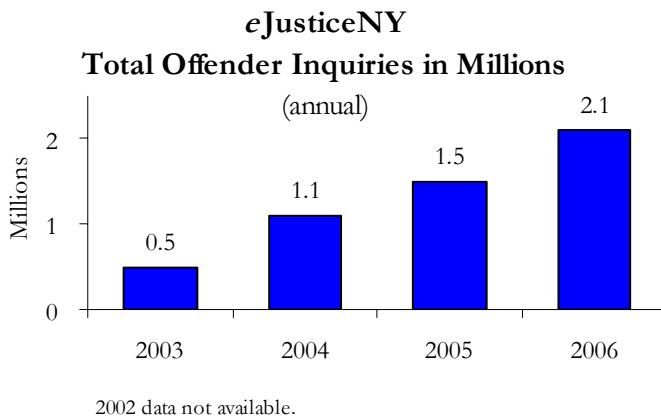
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- ✓ The percent of statewide arrests represented by law enforcement agencies enrolled in *eJusticeNY* at the end of December 2006 was 99.5%.

DCJS also closely monitors the *eJusticeNY* usage of enrolled agencies by tracking the number of inquiries submitted. Users electronically search *eJusticeNY* to obtain 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.

- ✓ *eJusticeNY* inquiries continued to increase dramatically in 2006. A total of 2.1 million inquiries were conducted in 2006, an increase of 40% compared to 2005.

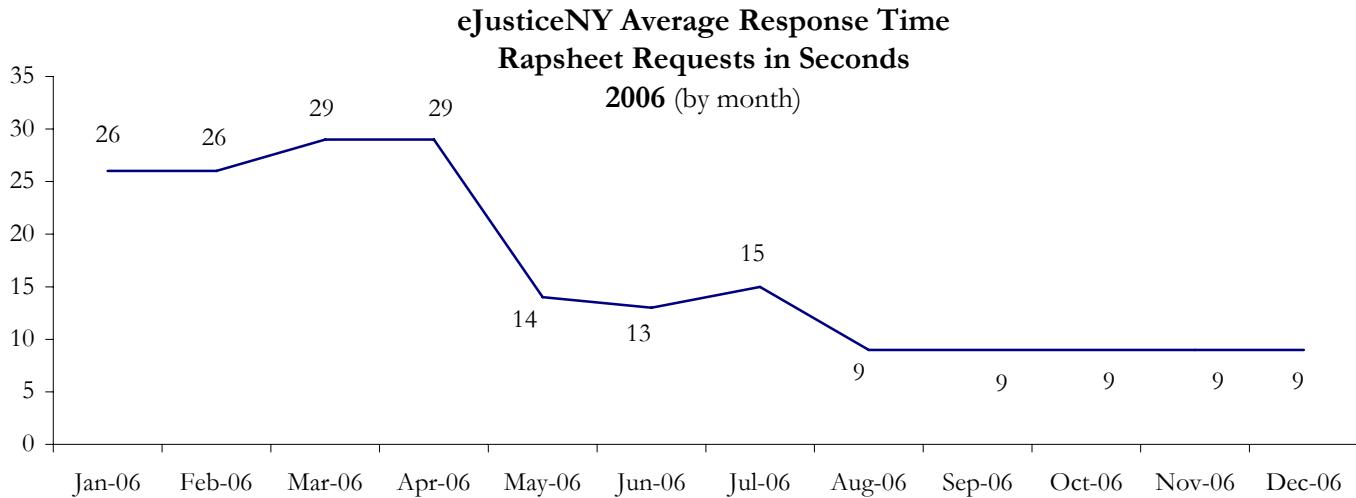


2002 data not available.

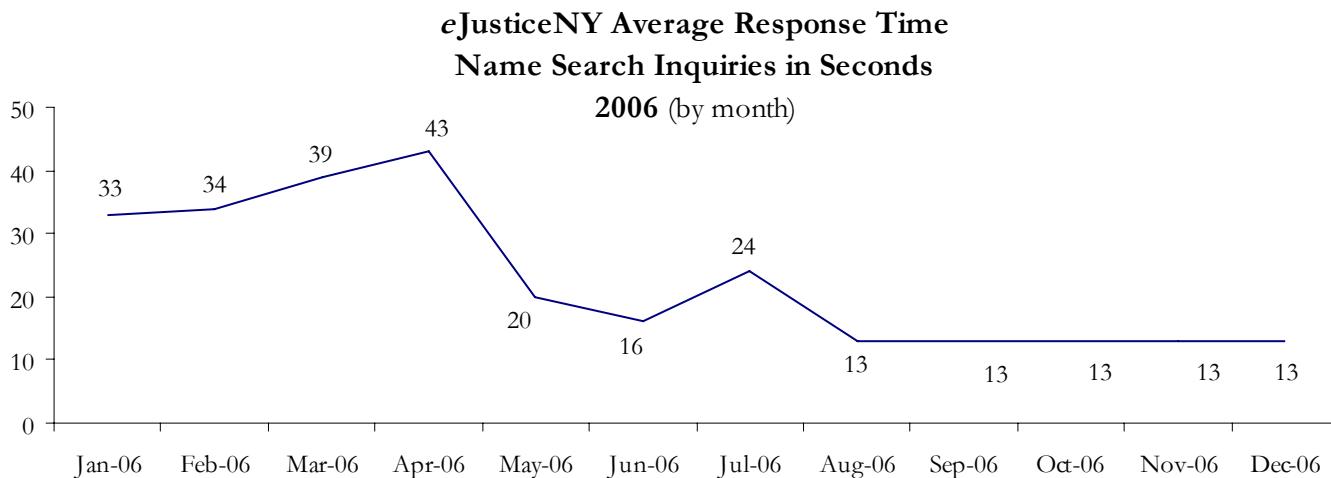
DCJS monitors *eJusticeNY* response times for rapsheet requests and name search inquiries. Good response time is critical to DCJS customers, and it can be negatively impacted by more users or new *eJusticeNY* releases and functionality. The average response time is the time (in seconds) between when 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

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- ✓ Average response times to generate a rapsheet decreased by 65% during 2006, despite a 21% increase in the number of agencies enrolled and a dramatic increase in the volume of inquiries.



- ✓ Average response times for name search inquiries also improved dramatically during 2006, decreasing from 33 seconds in January to 13 seconds in August where it remained through the end of 2006.

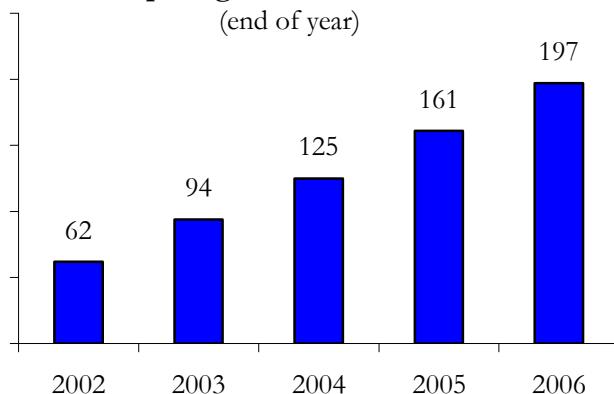
# Office of Justice Information Services

## 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.

- ✓ DCJS has made dramatic progress in increasing the number of agencies participating in Store and Forward over the past five years. As of December 2006, 197 law enforcement agencies had Store and Forward capability.

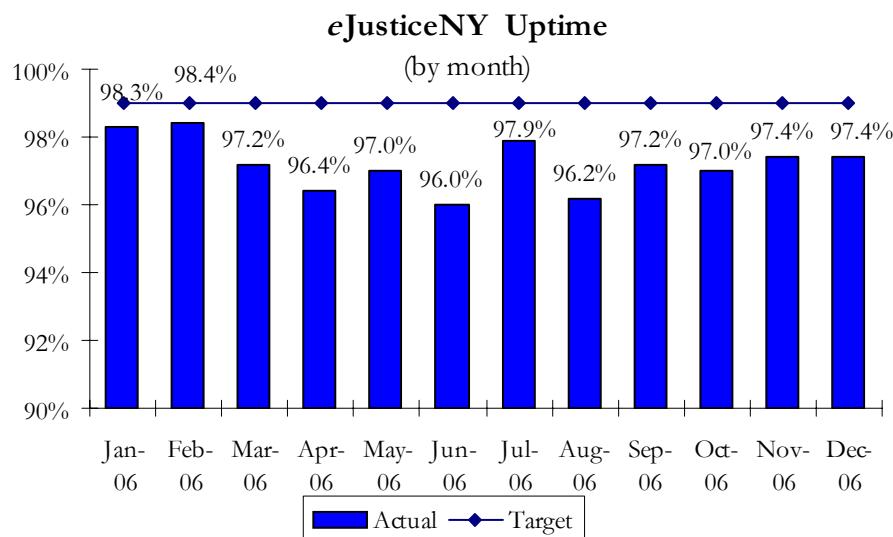
**Law Enforcement Agencies  
Participating in Store and Forward**



## Mainframe System Operations

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

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



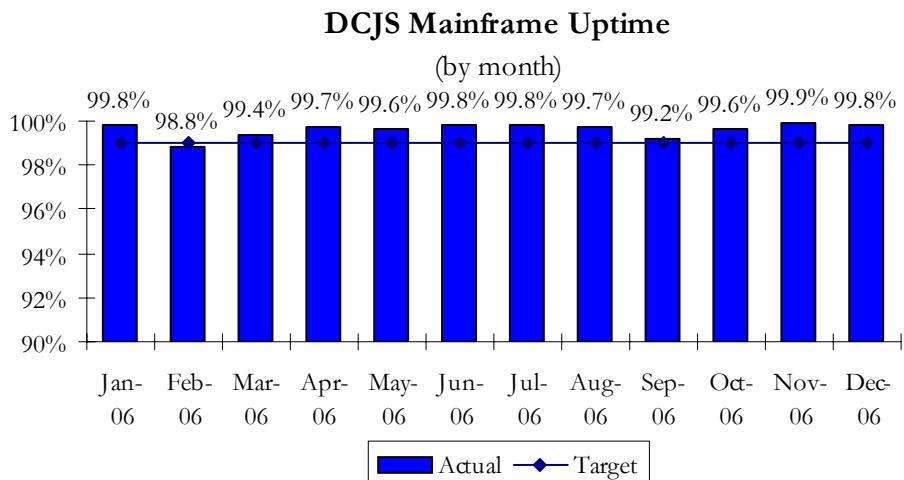
- ✓ *eJusticeNY* uptime remained slightly below the 99% target. Recent improvements in the infrastructure included software upgrades and incremental improvements to performance monitoring efforts.

# Office of Justice Information Services

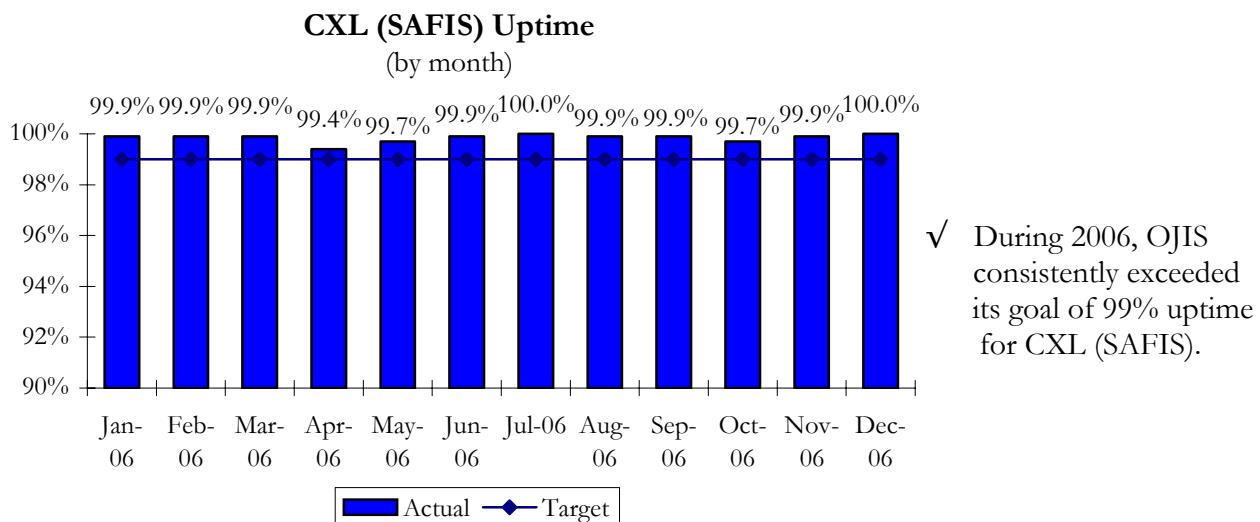
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**DCJS Mainframe** is a legacy system that had served as the principal computer platform for DCJS databases and interface with outside agencies up until the mid-1990s. Since then, much of the functionality on the mainframe has been migrated to a new 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) and serves as the system for processing court dispositions and National Crime Information Center services.

- ✓ During 11 of the past 12 months, DCJS Mainframe uptime has met or exceeded the 99% goal.



**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 ten 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.

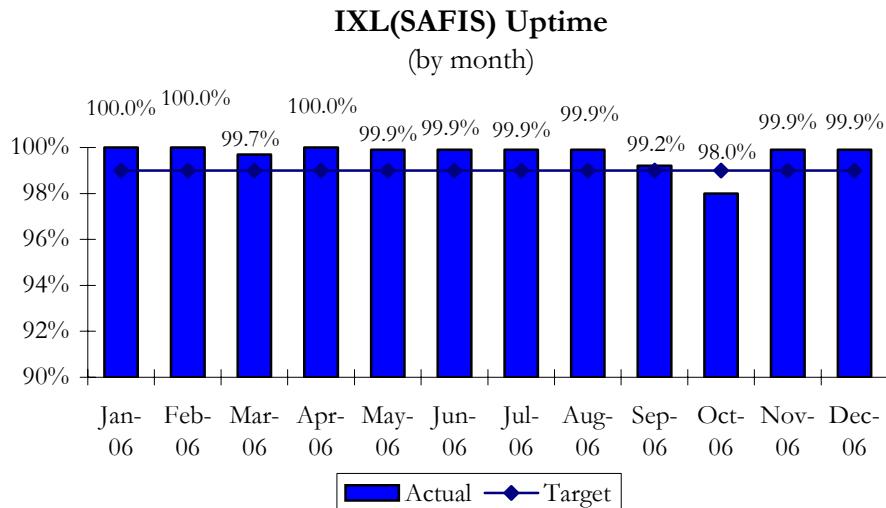


# Office of Justice Information Services

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**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 into 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.

- ✓ Over 11 of the past 12 months, OJIS has met or 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.

**Calls and Requests Received by CCC**  
(annual)

|                     | 2004   | 2005   | 2006   | % Change 2005-06 |
|---------------------|--------|--------|--------|------------------|
| <b>DCJS</b>         | 10,813 | 11,220 | 11,688 | 4%               |
| <b>Outside DCJS</b> | 9,444  | 13,305 | 19,025 | 43%              |
| <b>Total</b>        | 20,275 | 24,525 | 30,713 | 25%              |

Data prior to 2004 not available.

# Office of Justice Information Services

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- ✓ Since 2004, the total number of calls handled by CCC has increased each year, with a 25% increase between 2005 and 2006. This increase is primarily driven by requests received from external law enforcement agencies now using eJusticeNY.
- ✓ During 2006, 62% of the calls handled by CCC originated from outside DCJS (19,025 total).
- ✓ The volume of calls originating from law enforcement agencies has doubled since 2004. In 2006, a total of 19,025 calls were received compared to 9,444 in 2004.

Calls that cannot be resolved by CCC staff are assigned to the appropriate IT operational area. CCC opens a ticket that is classified into one of four priorities. CCC has established response time goals for each ticket priority level. The response time performance is monitored by CCC for each priority type. 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.

**CCC – Tickets Opened**  
(annual)

| Ticket                    | 2004   | 2005   | 2006   | % Change 2005-2006 |
|---------------------------|--------|--------|--------|--------------------|
| <b>Priority 1</b>         | 433    | 191    | 316    | 65%                |
| <b>Priority 2</b>         | 491    | 719    | 1,148  | 60%                |
| <b>Priority 3 &amp; 4</b> | 12,304 | 15,590 | 20,474 | 31%                |
| <b>Total</b>              | 13,226 | 16,500 | 21,938 | 33%                |

2004 data partial estimated.

- ✓ During 2006, CCC opened 21,398 tickets, a 33% increase as compared to 2005.
- ✓ Overall, on-time initial response is about the same as last year, despite the 33% increase in workload.

**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. Prior to May 2006, Priority 1 tickets included problems reported by Executive staff.

- ✓ During 2006, CCC opened 316 Priority 1 tickets, a 65% increase as compared to last year. On-time response time averaged about 86%, down slightly from an 89% average response time during 2005.

**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 2-5 users, or users unable to log on to the Novell network. In June 2006, this category was expanded to include problems impacting Executive Staff.

# **Office of Justice Information Services**

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- ✓ CCC opened 1,148 Priority 2 tickets in 2006, an increase of 60% as compared to 719 tickets in 2005. Overall, the increase in Priority 2 tickets opened this year negatively impacted the on-time response. On-time response time dropped from 91% in 2005 to 79% in 2006.

**Priority 3 & 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 responded to a total of 20,474 Priority 3 and 4 tickets during 2006, an increase of 31% as compared to 2005. CCC responded to about 87% of the tickets opened each month within the 8-hour target time frame, the same as 2005.

## **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 and submitted. Business Cases are submitted by DCJS and hosted agency executive staff. Project size can range from a request that involves 80 hours of staff effort to a multi-million dollar project which involves months or years of effort. Projects must be reviewed and approved by the IT Executive Review Board 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.

| <b>Business Cases</b><br>(annual) |                     |  |
|-----------------------------------|---------------------|--|
|                                   | <b>7/05 - 12/06</b> |  |
| <b>Reviewed</b>                   | 26                  |  |
| <b>Approved</b>                   | 23                  |  |

| <b>Service Requests</b><br>(annual) |             |  |
|-------------------------------------|-------------|--|
|                                     | <b>2006</b> |  |
| <b>Approved</b>                     | 120         |  |
| <b>Completed</b>                    | 93          |  |

- ✓ Since July 2005, the IT Executive Review Board has formally considered 26 Business Cases for major projects. Of these, 23 were approved.
- ✓ During 2006, the PMO reviewed and approved 120 Service Requests submitted by DCJS, the Board of Examiners of Sex Offenders, Division of Probation and Correctional Alternatives, and the Office of Court Administration.
- ✓ OJIS completed and delivered 93 Service Requests to customers in 2006.

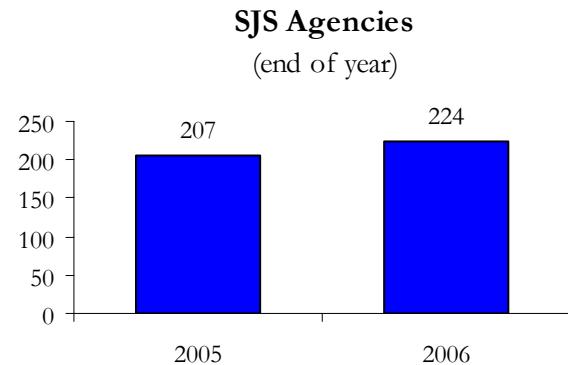
# **Office of Justice Information Services**

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## **Spectrum Justice System (SJS)**

The Spectrum Justice System (SJS) is an integrated law enforcement records management system which maintains information on arrests, reported incidents and warrants. It is provided free of charge by DCJS and used by over 200 local law enforcement agencies and the Division of State Police. DCJS recently partnered with the New York Prosecutors Training Institute (NYPTI) to upgrade SJS software. The upgraded version of the software will be available in 2007.

- ✓ The number of agencies using SJS software increased to 224 during 2006, an 8% increase over 2005.



# Office of Criminal Justice Operations

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## Mission

To provide timely and accurate fingerprint identification and criminal history record dissemination services to authorized agencies, to maintain a complete and accurate registry of convicted sex offenders, and to support and promote child safety in New York State.

## Scope of Operations

The Office of Criminal Justice Operations (OCJO) includes the following five 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 from other parts of the country, and searches them electronically using 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 DCJS' criminal history database, and for all of the administrative functions such as personnel management, operational reporting, internal controls and planning.
- **Wanted and Missing Services** includes the New York State Missing and Exploited Children Clearinghouse (MECC), Operation SAFE CHILD and the 100 Most Wanted Program.
- **New York State Sex Offender Registry** requires sex offenders to register and verify their addresses, and provides information to the public through a toll-free phone line and a public website.

## 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
- Maintain a complete and accurate registry of sex offenders
- Promote child safety through public education and outreach
- Maintain the statewide missing and unidentified person databases and the missing children registry, including the Operation SAFE CHILD records

## Critical Objectives

- Provide criminal history record information quickly and accurately
- Process fingerprints received electronically within 3 hours of receipt
- Improve the accuracy and completeness of data maintained on the Sex Offender Registry
- 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

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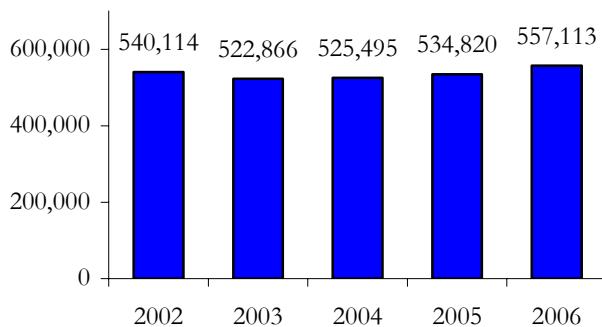
## Arrest Fingerprint Processing

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. When an arrest is made, fingerprints are submitted to DCJS by the arresting agency along with the identifying information on the arrestee and a detailed account of the arrest charges. DCJS makes a positive identification of the offender (if he or she has been arrested before) and returns a criminal history record report (rapsheet) to the law enforcement agency, district attorney's office and court. DCJS identifies approximately 70% of criminal fingerprint submissions against individuals having criminal or civil records. Positive identification of offenders and the return of comprehensive criminal history record reports is critical to law enforcement and the courts in case decision-making. Courts use the positive identification of offenders, past criminal histories and any warrant information for arraignment and bail determinations.

### Arrest Fingerprint Transactions

#### Submitted

(annual)



- ✓ A total of 557,113 arrest fingerprints were processed in 2006, an increase of 4% compared to 2005.

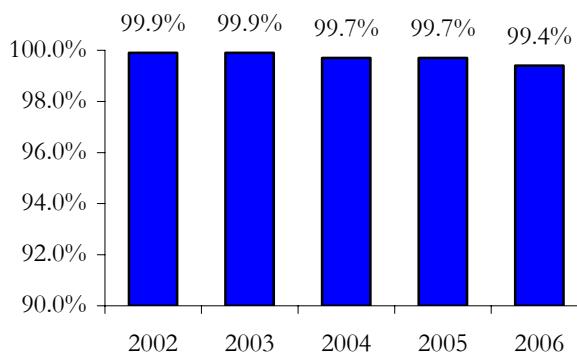
DCJS has established a target to process all arrest fingerprints submitted electronically within three hours of receipt. When arrests are submitted electronically, rapsheets can be returned quickly to the arresting agencies and the courts of arraignment, ensuring the offender is positively identified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

- ✓ During 2006, 557,113 arrest fingerprint transactions were submitted. Of these, 474,000 were submitted electronically to DCJS, representing 85% of all submissions.
- ✓ In 2006, nearly 100% of electronic submissions were processed within 3 hours of receipt, with an average turnaround time of 33 minutes.

### Percent of Arrest Fingerprints

#### Processed Within 3 Hours

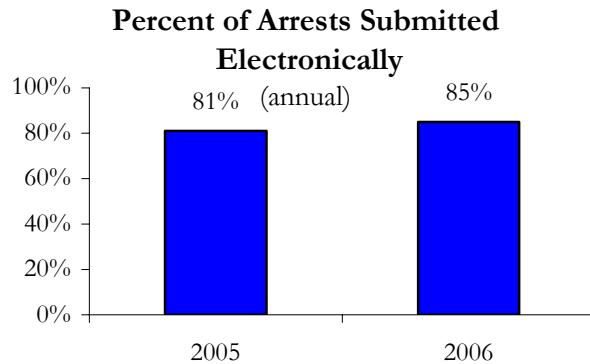
(annual)



## Office of Criminal Justice Operations

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



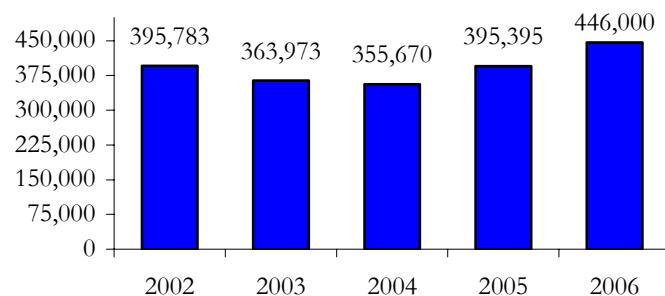
- ✓ DCJS has made significant progress in increasing the number of electronic fingerprint submissions. As of December 2006, 195 law enforcement agencies have Store and Forward capability, an increase of 34 agencies during 2006. Electronic submissions accounted for 85% of arrests reported during 2006.

## Civil Fingerprint Processing

DCJS processes fingerprint submissions that are associated with applications for certain occupations or licenses that require a criminal history background check pursuant to State or Federal statute or local law. Applicant fingerprint submissions are forwarded to DCJS from over 550 agencies statewide. The timely processing of civil fingerprint submissions facilitates the suitability determination of individuals who are seeking licenses or employment in positions of trust. 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. This is expected to result in a significant increase in civil fingerprints submitted during 2007.

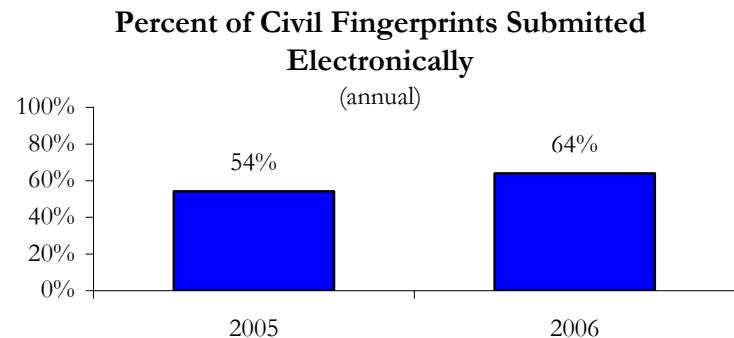
- ✓ There were 446,000 civil fingerprint transactions submitted, an increase of 13% as compared to 2005.
- ✓ Civil fingerprints were processed with an average turnaround time of 1.1 days.

**Civil Fingerprints Transactions Submitted**  
(annual)



# Office of Criminal Justice Operations

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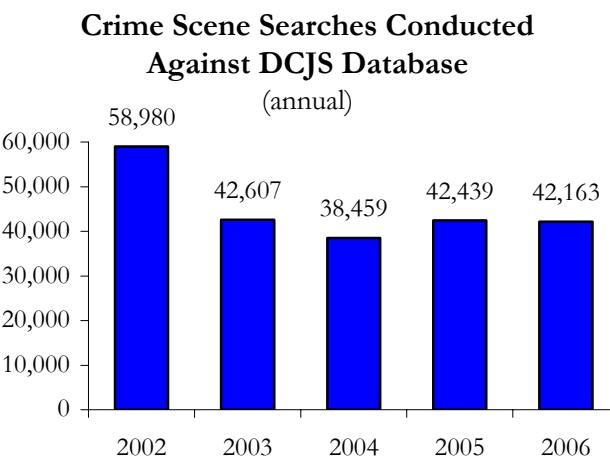


Data prior to 2005 not available.

- ✓ In 2006, 64% of all civil fingerprints submitted were submitted electronically, a significant increase from 2005.

## Crime Scene Print Processing

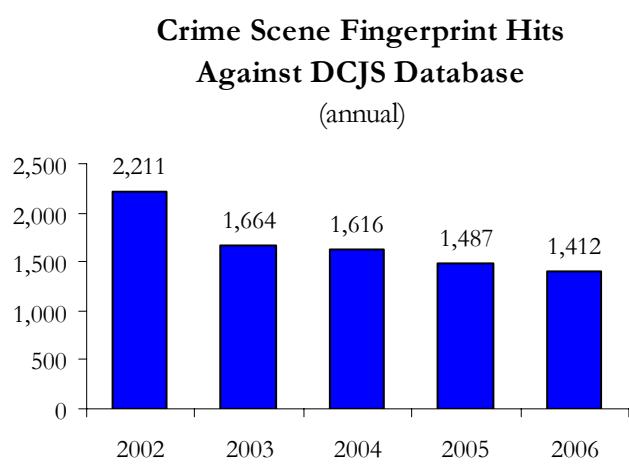
DCJS serves as the State's Central SAFIS site among 20 regional sites networked to SAFIS across the State. DCJS staff process crime scene prints from the 17 counties in its geographic jurisdiction, as well as from other parts of the State and other countries, to assist law enforcement agencies in criminal investigations. Crime scene fingerprints are searched against a criminal database of over 28 million fingerprint images at DCJS in an effort to positively identify the individual who left the prints. Crime scene prints are also searched against the FBI fingerprint database of over 500 million fingerprint images on behalf of law enforcement agencies across the State. DCJS leads the country in latent print identifications made against the FBI's database. In addition to processing crime scene fingerprints, DCJS searches crime scene Palm Prints against New York City Police Department's (NYPD) automated Palm Print database and provides technical and production assistance to other sites when required, and oversees the certification process and annual proficiency examination for Latent Print Examiners across the State.



- ✓ During 2006, 42,163 crime scene print searches were conducted against the DCJS database, about the same number as 2005.

# Office of Criminal Justice Operations

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- ✓ During 2006, DCJS and the Regional SAFIS sites positively identified 1,412 crime scene fingerprints.
- ✓ DCJS conducted 10,195 crime scene fingerprint searches against the FBI Database and positively identified an additional 98 crime scene fingerprints during 2006.
- ✓ DCJS also conducted 992 crime scene searches against the NYPD Palm Print database and positively identified one crime scene palm print during 2006.

- ✓ Since the inception of SAFIS, 20,835 crime scene fingerprint identifications have been made.

## 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 aware of the proper fingerprint collection techniques, DCJS 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 DCJS. Classes are also provided on latent print collection, analysis, comparison, evaluation and verification, in addition to searching and expert court testimony.

- ✓ During 2006, DCJS provided training to 329 personnel from numerous State and local agencies.

## Record Review

An individual may review and challenge the criminal history record information maintained by DCJS on him or her. Record reviews fall into two categories: a *Public Record Review* and an *Inmate Record Review*. Following an individual's review, he or she may challenge the accuracy or completeness of criminal history record information through an appeal process.



- ✓ During 2006, a total of 23,520 Record Reviews were completed, an increase of 22% compared to 2005.
- ✓ Of the 23,520 reviews completed, 67% were *Inmate Record Reviews* and 33% were *Public Record Reviews*.

# **Office of Criminal Justice Operations**

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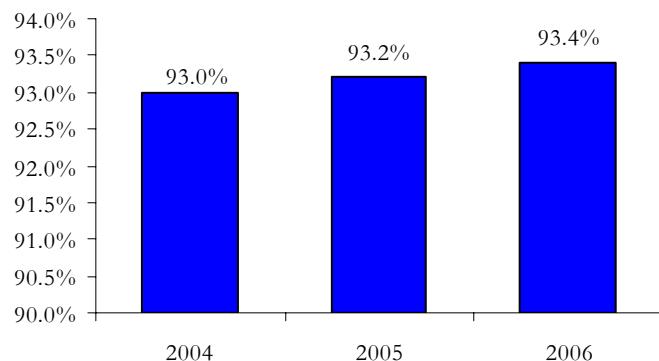
## **Completeness of Criminal History Records**

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 2006, training efforts were primarily focused on the proper completion of Criminal Disposition Reports.

- ✓ Two training sessions were held during 2006, involving 135 town and village court clerks.

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

- ✓ The number of all arrest events with a final disposition on the criminal history file grew slightly during the past two years, and is now at 93.4%.



## **Operation SAFE CHILD**

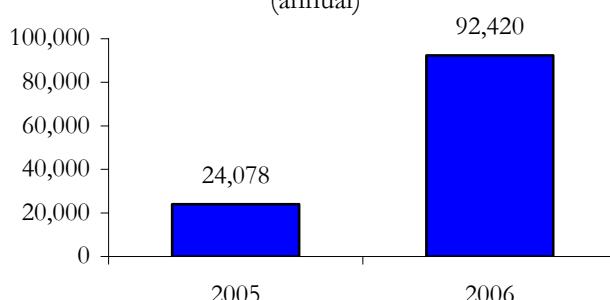
During 2005, the Operation SAFE CHILD cards program was implemented to raise awareness about child safety. Through a partnership with the New York State Police, New York Sheriffs' Association, New York State Association of Chiefs of Police, DCJS and 33 local police agencies, Operation SAFE CHILD cards are provided to children throughout the State. These wallet-size cards contain a photograph, physical description information and a fingerprint image of 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.

## Office of Criminal Justice Operations

- ✓ Since program inception in July 2005, a total of 116,498 SAFE CHILD records have been processed.
- ✓ DCJS retained 93% (107,929) of the 116,498 records processed through Operation SAFE CHILD.

### Operation SAFE CHILD Children Registered (annual)



### Training

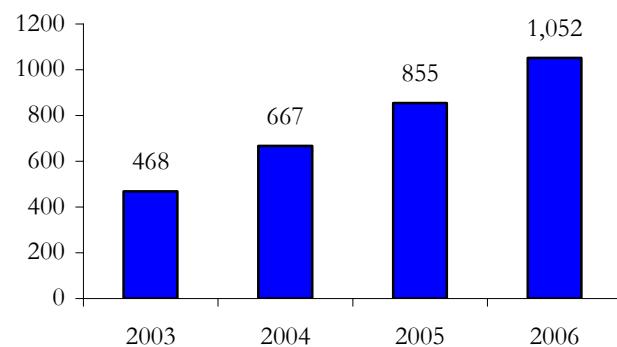
OCJO staff provided Operation SAFE CHILD training to law enforcement personnel throughout 2006. Police officers received training on the operation of the Livescan machines and the processing of SAFE CHILD records.

- ✓ During 2006, 37 police officers from SAFE CHILD partner agencies were trained.

## 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 Register 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)



2002 data not available.

- ✓ Since 2003, the number of children referred to MECC has increased steadily.
- ✓ In 2006, the number of cases referred to MECC for assistance increased 23% as compared to 2005.
- ✓ At the end of 2006, a total of 127 MECC cases were still active or pending, compared to 132 at the end of 2005.

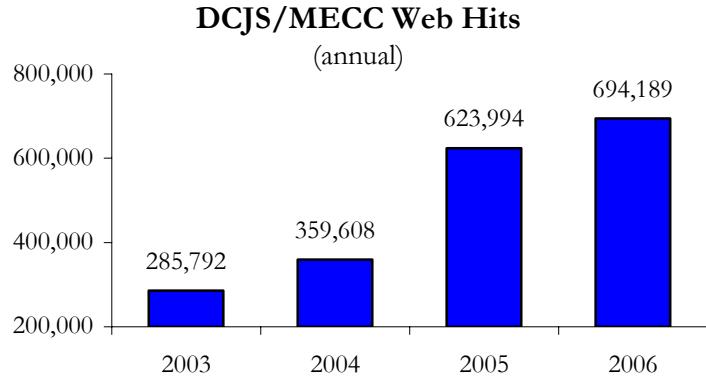
## **Office of Criminal Justice Operations**

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The DCJS/MECC website is used to disseminate information to the public about missing children cases, and child safety in general. Since 2003, the number of web hits to the DCJS/MECC website has increased steadily.

- ✓ In 2006, there were 694,189 hits to the MECC website, an increase of 11% from 2005.

### **Training**



To reduce crimes against children and promote child safety, MECC conducts presentations at community events and conferences throughout the State.

### **MECC Presentations 2006**

| <b>Presentations</b>                                 | <b>Attendees</b> |
|--|------------------|
| Internet Safety for Parents                          | 718              |
| Internet Safety for Children                         | 2,933            |
| Train the Presenter on NetSmartz for Parents         | 123              |
| Train the Presenter for Internet Safety Presentation | 122              |
| <b>Total Attendees</b>                               | <b>3,896</b>     |

- ✓ During 2006, MECC staff made presentations to 3,774 parents and children.

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

### **MECC Training 2006**

| <b>Training</b>  | <b>Police Officers Trained</b> |
|--|--------------------------------|
| Missing Child Investigator for Law Enforcement                               | 50                             |
| NYS AMBER Alert Program for Law Enforcement                                  | 70                             |
| Missing and Abducted Children for First Responders and Initial Investigators | 110                            |
| NCMEC International Missing/Abducted Children Investigator Program           | 75                             |
| <b>Total Law Enforcement Officers Trained During 2006</b>                    | <b>305</b>                     |

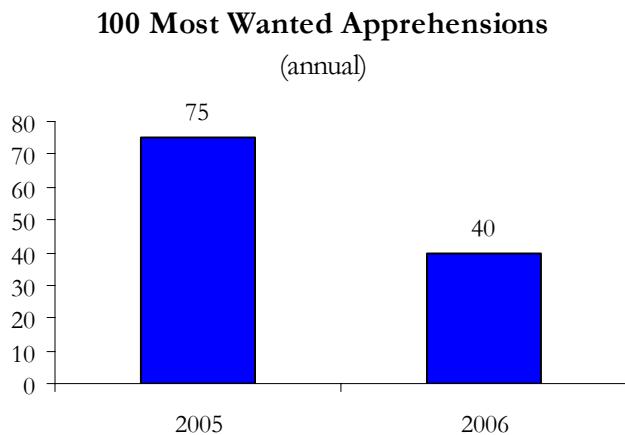
- ✓ A total of 305 police officers were trained in 2006.

# Office of Criminal Justice Operations

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## 100 Most Wanted

In January 2005, DCJS developed the *100 Most Wanted webpage* in an effort to increase citizen participation in identifying and locating New York's most dangerous fugitives. The webpage contains photos and criminal biographical information as well as apprehension status of fugitives. DCJS monitors apprehensions, website hits, and calls to the 800 toll-free telephone number.

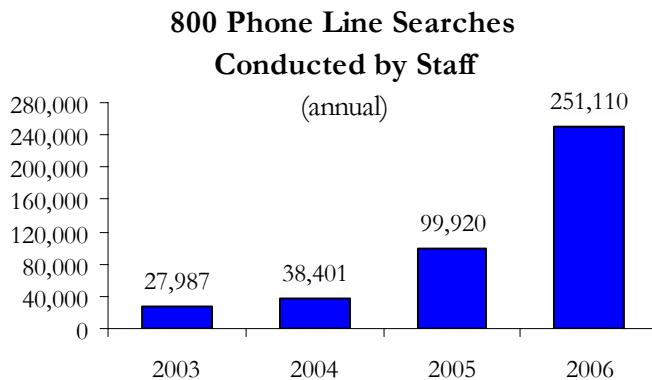


- ✓ During 2006, there were 40 apprehensions, as compared to 75 apprehensions in 2005.
- ✓ Web hits increased by 27%, going from 1.1 million in 2005 to 1.4 million in 2006.
- ✓ The number of tips line calls decreased 50%, from 158 in 2005 to 79 in 2006.

## Sex Offender Registry

The dissemination of information regarding sex offenders is governed by the provisions of the Sex Offender Registration Act. Pursuant to the statute, DCJS provides information to the public regarding sex offenders through a public website and a toll-free phone line which operates 24 hours per day. The public can call the toll-free line or fax a written request to inquire whether a specific person (or list of persons) is listed on the Registry. The amount of information available to the public is dependent upon the offender's risk level.

There was a dramatic increase in searches conducted by Sex Offender Registry (SOR) staff during 2006. This is a manual process, separate from the automated searches the public does through the agency website. Legislation enacted in 2005 requires children's camps to conduct searches on all prospective employees. This law has contributed to the increase in the number of searches conducted in 2006.

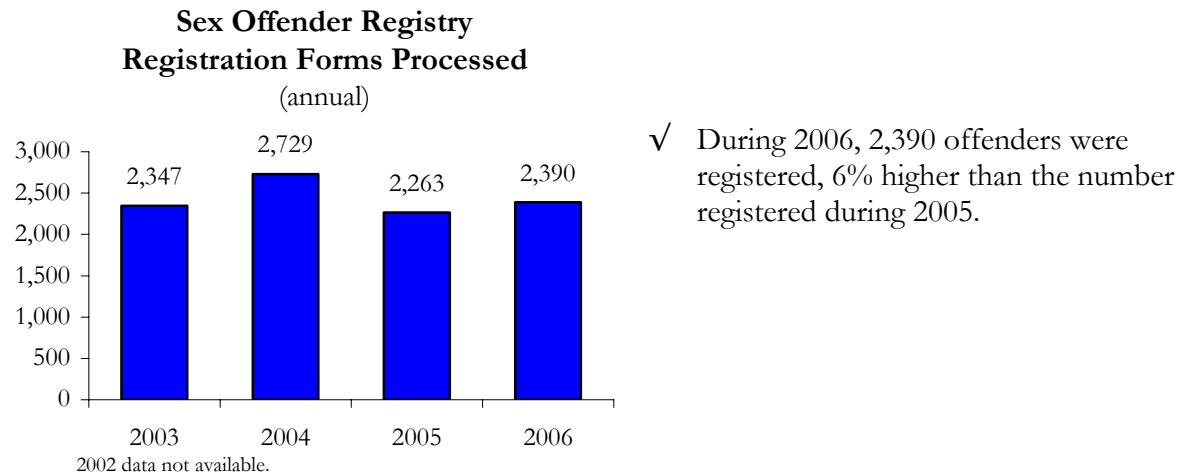


- ✓ During 2006, DCJS staff conducted 251,110 searches of the Registry, more than double the number of searches in 2005.

## **Office of Criminal Justice Operations**

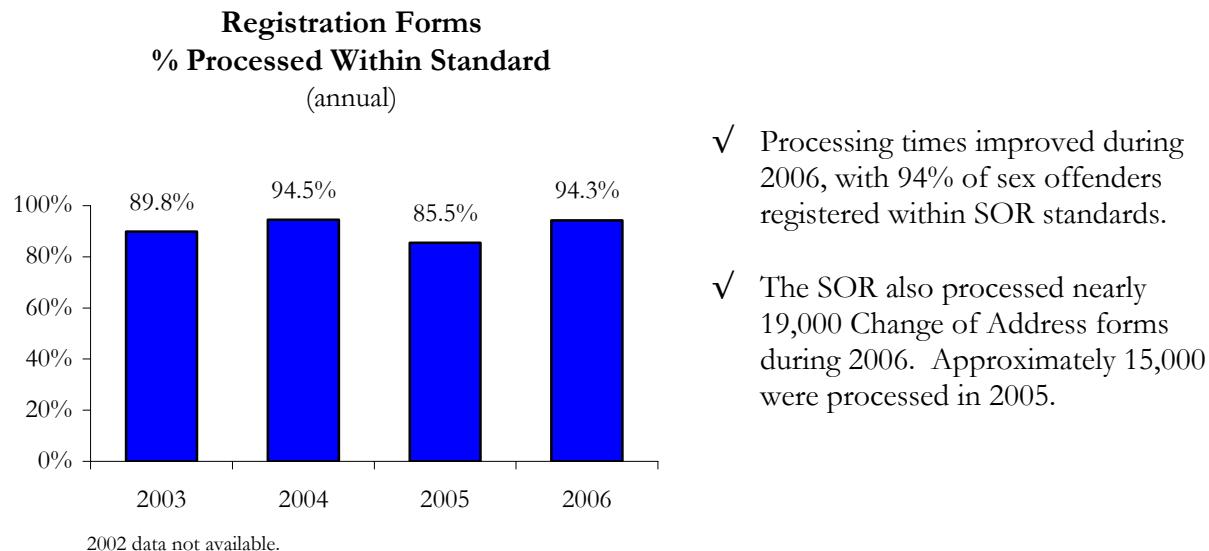
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Registration forms signed by the offender are forwarded to SOR by State and local courts, local jails, and DOCS. For those offenders released from custody, the registration forms are prepared and forwarded up to 10 days before release. SOR also registers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



- ✓ During 2006, 2,390 offenders were registered, 6% higher than the number registered during 2005.

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 which 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. Significant progress has been made in reducing the amount of time it takes to register an offender.

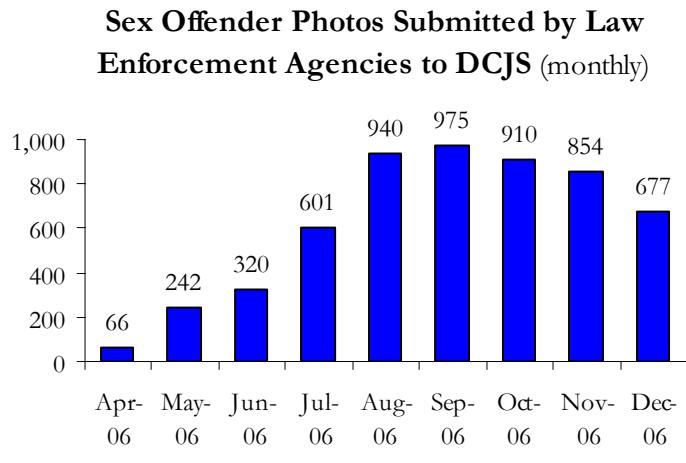


- ✓ Processing times improved during 2006, with 94% of sex offenders registered within SOR standards.
- ✓ The SOR also processed nearly 19,000 Change of Address forms during 2006. Approximately 15,000 were processed in 2005.

# Office of Criminal Justice Operations

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Legislation that became effective in April 2006 required Level 3 sex offender registrants to submit an updated photo once a year, and Level 1 and 2 offenders to submit a photo every third year from the date of registration. Offenders must report to their local police department to have the photos taken. Having updated photos as part of the Sex Offender Registry record helps ensure that sex offenders can be recognized both by law enforcement and by the public. A sex offender is subject to arrest for failure to provide a photo as required by law.



- ✓ Between April and December 2006, 5,585 photos were submitted to DCJS and uploaded to the Sex Offender Registry. Of these, 79% were mailed and 21% were submitted electronically.
- ✓ Beginning in November 2006, a report was made available over eJusticeNY to assist law enforcement with monitoring compliance of offenders who are delinquent.

## Training

DCJS provides training on the Sex Offender Registration Act and on the full Registry which is available on eJusticeNY, a secure communications network.

- ✓ During 2006, staff from DCJS Counsel's Office and OCJO staff conducted or participated in 15 training sessions on the requirements on the Sex Offender Registration Act. More than 1,300 prosecutors, law enforcement officers, court clerks, and judges were trained.
- ✓ In 2006, OCJO staff completed training for 35 camp owners and operators on legislation enacted in 2005 which requires children's camps to conduct searches on all prospective employees.
- ✓ A total of 20 New York City Department of Correction officers were trained by OCJO staff in 2006 on registering offenders about to be released, updating Registry addresses and submitting photos for incarcerated offenders.

# **Office of Public Safety**

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## **Mission**

To reduce crime and improve criminal justice by increasing the effectiveness of law enforcement, public safety and security organizations within New York State.

## **Scope of Operations**

- **Program Services** provides administrative oversight for police officer training in such areas as criminal investigation, traffic safety, law enforcement skills, youth services, and management. It is also responsible for administration of the Law Enforcement Accreditation Program.
- **Administrative Services** maintains a registry and training records for all police officers, peace officers, and private security officers in New York State. 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.

## **Key Public Service Areas**

- Oversee police officer, peace officer, and private security officer 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**

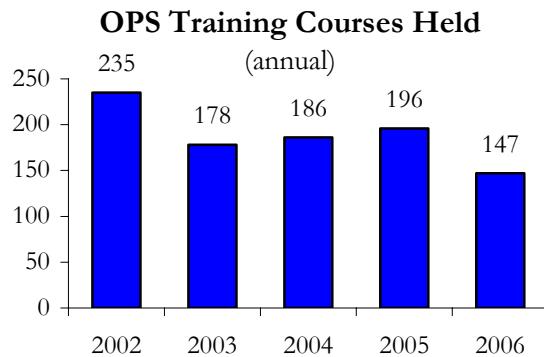
- Provide quality training
- Increase the number of local law enforcement agencies accredited under the Law Enforcement Accreditation Program
- Provide timely repair and certification of speed and alcohol detection equipment

# **Office of Public Safety**

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## **Law Enforcement Training**

The Office of Public Safety (OPS) provides direct training to law enforcement officers in areas such as criminal investigation, traffic safety, law enforcement skills, and management.



- ✓ During 2006, 147 training courses were held around the State, a decrease from 2005.

During 2006, training courses covering fraudulent documents, interview and interrogation, and illegal gun trafficking were three of the most popular courses offered.

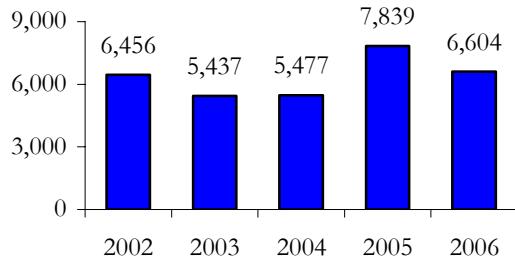
### **Training Held and Officers Trained 2006 (annual)**

| <b>Course Categories</b>  | <b>Officers Trained</b> |
|---|-------------------------|
| Leadership and Professional Development Courses   | 110                     |
| Fraudulent Documents, Asset Tracing and Identity Crime Investigations                           | 1,376                   |
| Illegal Drugs   | 726                     |
| Law Enforcement Officers and Legal Issues   | 456                     |
| Illegal Gun Trafficking and Human Trafficking   | 612                     |
| Interviewing, Interrogating, and Obtaining Statements and Confessions                           | 739                     |
| Mass Transportation Security Issues   | 189                     |
| School Violence and Safety Training, DARE Instructor Training, School Resource Officer Training | 248                     |
| Traffic Safety Related Courses (DWI Detection, Breath Analysis, Accident Scene Investigation    | 290                     |
| Other Law Enforcement Related Courses   | 1,858                   |
| Total Law Enforcement Officers Trained During 2006  | 6,604                   |

# Office of Public Safety

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## Law Enforcement Officers Trained by OPS (annual)

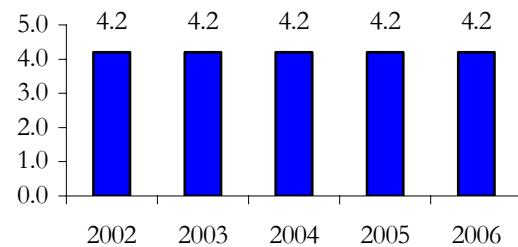


- ✓ During 2006, 6,604 law enforcement officers from local police departments and county sheriffs' offices were trained, a decrease of 16% from 2005.

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 2002, the course satisfaction rating has consistently averaged 4.2 (Very Good) for all courses provided. During the year, the course satisfaction rating has remained consistent with prior years, averaging 4.2 (Very Good).



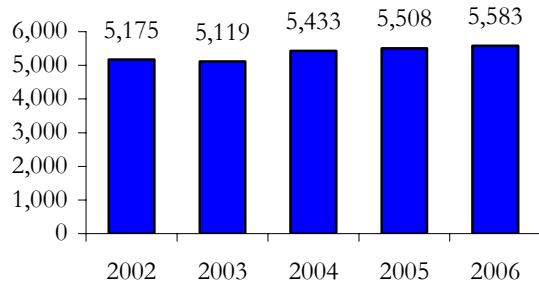
## Equipment Repair

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 2006.

## **Office of Public Safety**

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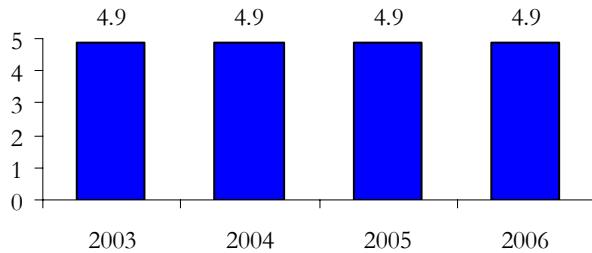
### **OPS Instruments Repaired/Certified (annual)**



- ✓ The number of instruments repaired/certified has increased steadily over the past four years to 5,583 in 2006.

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

### **Equipment Repair Customer Satisfaction Rating (annual)**



- ✓ During 2006, all repairs and certifications were conducted within three days.
- ✓ The equipment repair center continued to earn consistent satisfaction ratings of “Excellent” throughout 2006.

Data for 2002 not available.

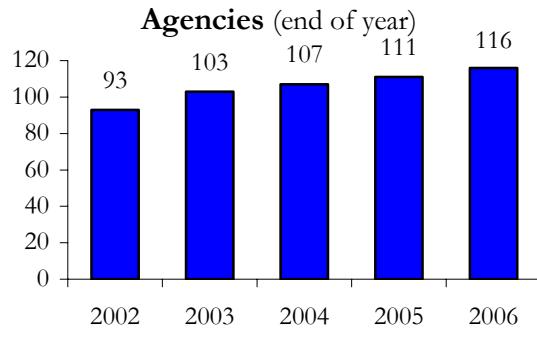
## **Law Enforcement Accreditation**

The Law Enforcement Accreditation Program has operated since 1989. To become an accredited law enforcement agency, police agencies must meet 130 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.

# Office of Public Safety

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## Accredited Law Enforcement

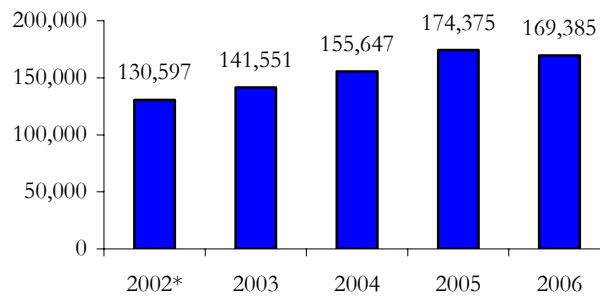


- ✓ During 2006, five additional law enforcement agencies were accredited. A complete list of accredited agencies is available on the DCJS website.
- ✓ As of December 2006, 48% of law enforcement officers working outside of New York City now work for accredited agencies.

## Training and Registry Records Processing

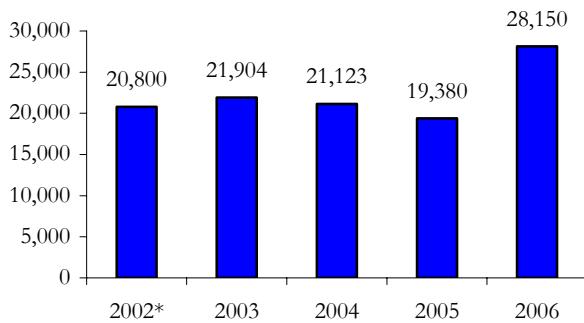
Under Executive Law, DCJS is required to maintain a central registry of police officers, peace officers and private security officers. In addition, DCJS is required to maintain records of mandated training of these officers. The Office of Public Safety maintains the central registry for police officers, peace officers and private security officers, including records related to mandated training requirements.

### Training Records Processed (annual)



- ✓ During 2006, OPS processed 169,385 training records.

### Registry Records Processed (annual)



- ✓ During 2006, OPS processed 28,150 registry records, a significant increase over previous years.

\* Estimated.

# **Office of Forensic Services**

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## **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 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 facilitate 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

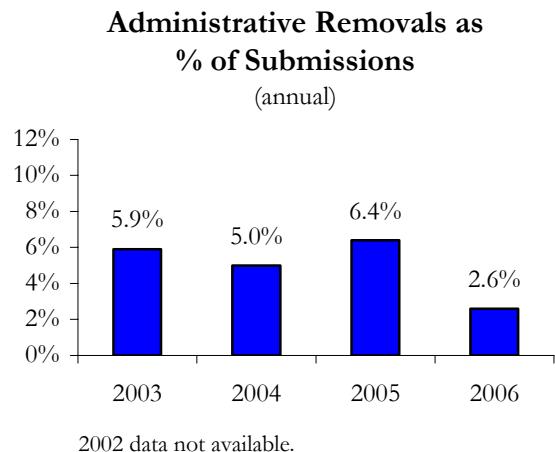
## **Critical Objectives**

- 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

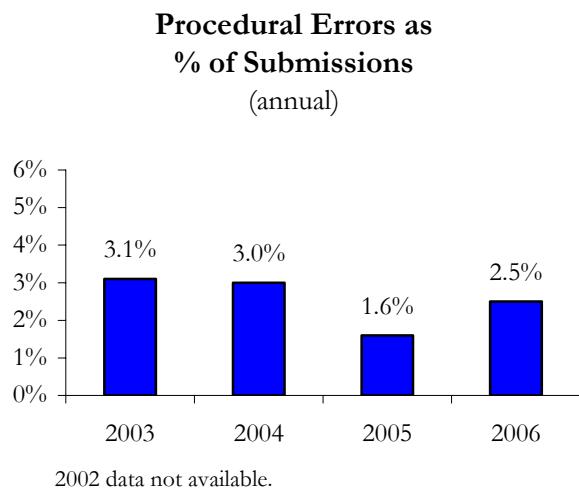
## DNA Databank Oversight

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. Forensic Center staff record that the specimen has been received and forward the documentation to DCJS 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. If it is determined that the offender was not convicted of a qualifying offense, the specimen is removed from the Databank as an administrative removal. Specimens that have been collected according to DNA collection protocols are then approved for processing.



- ✓ In 2006, 1,793 DNA specimens were administratively removed from the process, representing 2.6% of total submissions. The rate of removals is significantly less than last year, despite a dramatic increase in the number of submissions.

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.



- ✓ In 2006, 1,730 DNA specimens were removed from the Databank as a result of a procedural error, representing only 2.5% of submissions. While this rate is higher than last year's rate of 1.6%, the volume of submissions received in 2006, was significantly higher than received in 2005. Despite many collections being performed by agencies with little or no prior experience with the procedure, the number of procedural errors made while collecting a specimen remains extremely low, a testament to the effectiveness of the field trainings conducted by OFS and the simplicity of design of the collection kit.

# Office of Forensic Services

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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 the case.

**Hits Against the Databank by Type of Crime**  
(Cumulative through December 31, 2006)

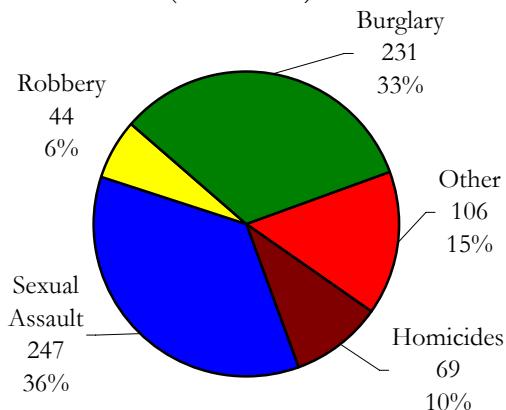
| Type of Crime  | Hits  | Percent of Hits |
|----------------|-------|-----------------|
| Homicides      | 269   | 9%              |
| Sexual Assault | 1,608 | 57%             |
| Robbery        | 140   | 5%              |
| Burglary       | 663   | 23%             |
| Other          | 177   | 6%              |
| Total          | 2,857 | 100%            |

- ✓ Of the 2,857 hits generated, 9% were against physical evidence collected in connection with homicide investigations and 57% were in connection with sexual assault investigations.

## Hits Resulting in Conviction

As of December 31, 2006

(Cumulative)



- ✓ As of December 2006, 697 conviction outcomes were reported to DCJS, representing 24% of the total hits on the Databank.
- ✓ Of the conviction outcomes reported, 247 were for sexual assault cases, and 69 were for homicide cases.
- ✓ In 220 additional cases, an arrest has been made in the case, but a final disposition has not yet been reported.

## 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,

# **Office of Forensic Services**

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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 upon the 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 2006, OFS staff conducted 14 technical working group (TWG) meetings which 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, drug and biological evidence.
- **Technical Training for Crime Laboratory Personnel.** OFS also facilitates highly specialized technical training programs for crime laboratory personnel in order to maintain proficiency and currency in analytical methods. During 2006, OFS staff conducted 10 specialized technical training sessions. Generally held over multiple days, these sessions covered topics such as FBI fire debris analysis, ASCLD/LAB assessor training, FBI handwriting analysis, infrared sample preparation, and pressure-sensitive tape examination.

## **DNA Collection Related Training and Field Assistance**

During 2006, OFS conducted 39 training sessions, some held over multiple days, open to district attorneys, judges, court officers and clerks, state and local law enforcement officers and probation officers. These trainings reached hundreds of personnel from departments around the state.

- Additionally, on 18 separate occasions, OFS personnel provided on-site assistance to probation departments assisting them in collecting DNA specimens from thousands of convicted offenders.
- OFS also held 13 technical assistance days targeted to judges, courts, and district attorneys regarding various aspects of the DNA collection process including the booking of 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.

A more detailed performance report on DNA Databank and Collections is available on the DCJS website at <http://www.criminaljustice.state.ny.us/pio/annualreport/annualreport.htm>.

# **Office of Audit and Compliance**

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## **Mission**

To independently review the effectiveness of Division of Criminal Justice Services' (DCJS) operations and ensure the appropriate use of criminal justice funding and criminal history record information.

## **Scope of Operations**

The Office of Audit and Compliance 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. The Office conducts fiscal audits of entities receiving Federal and State funding to ensure that monies are spent in accordance with contract terms. In addition, the Office of Audit and Compliance conducts reviews of selected DCJS operations to ensure that internal controls have been established and programs are operating effectively.

This office also fulfills the statutory requirement for the DCJS internal audit function and the DCJS hosted agencies, including: the 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.

## **Key Public Service Areas**

- Conduct audits of entities receiving Federal and State funds to ensure that monies are spent in accordance with contract
- Protect privacy by ensuring that criminal history record information is disseminated consistent with State and Federal law
- Conduct reviews of selected agency operations to ensure the effective and efficient use of State resources

## **Critical Objectives**

- Ensure that grantees meet contract requirements
- 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
- Evaluate the adequacy and effectiveness of internal controls within DCJS

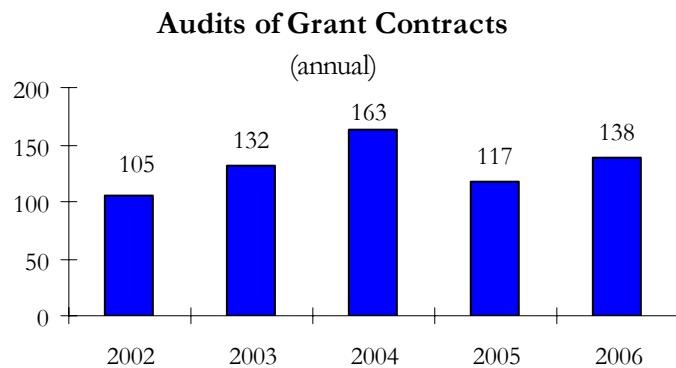
# **Office of Audit and Compliance**

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During 2006, the Office of Audit and Compliance focused on three major areas.

## **Financial Audits**

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.



- ✓ During 2006, the Office of Audit and Compliance conducted 138 fiscal audits of grant contracts.

## **Criminal History Record Information Reviews**

The Office of Audit and Compliance conducts reviews 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.

| Compliance Reviews<br>(annual) |  |                                  |      |
|--------------------------------|--|----------------------------------|------|
|                                |  | 2005                             | 2006 |
|                                |  | Compliance Reviews of CHRI Users | 190  |
|                                |  |                                  | 251  |

- ✓ During 2006, the Office of Audit and Compliance reviewed 251 agencies that used official criminal history record information (rapsheets). The Office has conducted 61 more reviews of CHRI than during the same time period in 2005. Overall, the reviews showed that nearly 80% of the agencies reviewed during 2006 were in compliance.

# **Office of Audit and Compliance**

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## **Court Record Reviews**

In 2005, the office initiated a process to verify the accuracy of DCJS criminal history records. On-site audits were conducted at 20 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.

| <b>Court Reviews</b>         |    |
|------------------------------|----|
| (annual)                     |    |
| 2006 Court Reviews Conducted | 26 |

- ✓ During 2006, the audit unit reviewed a sample of between 50 and 120 dispositions in each of 26 courts to verify the accuracy of dispositions reported to DCJS. Findings are currently being finalized and will be shared with the individual courts to provide valuable feedback on records accuracy.

# **Office of Justice Statistics and Performance**

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## **Mission**

To collect, analyze and disseminate criminal justice information and performance data to criminal justice agencies and the public

## **Scope of Operations**

The Office of Justice Statistics and Performance (OJSP) is comprised of two units.

- **Crime Reporting and Statistical Services** collects monthly crime, arrest, and felony prosecution reports from law enforcement agencies and prosecutors in the State and provides official crime and criminal justice statistics for the State. Information is posted by agency, county, and region on the DCJS website for the public. In addition, staff respond to information requests and prepare reports drawn from databases maintained by DCJS. This unit also maintains and publishes the New York State Criminal Justice Law Enforcement Directory.
- The **Crimestat** unit coordinates the Crimestat program, a performance management system for New York State criminal justice. Crimestat tracks the State's progress in reducing crime and improving criminal justice services. Through Crimestat, performance data are monitored and analyzed, and performance issues are addressed. Numerous performance reports are distributed each month to DCJS managers, other agency staff, and local law enforcement officials. Crimestat performance data are also posted to the DCJS public website and to *eJusticeNY*, a secure website for law enforcement.

## **Key Public Service Areas**

- Collect and make available reported crime and other criminal justice data
- Provide key performance data on the New York State criminal justice system

## **Critical Objectives**

- Assist law enforcement with crime reporting
- Increase the number of agencies reporting through Incident Based Reporting (IBR)
- Provide specialized performance reports to Operation IMPACT agencies
- Expand performance data and information available to criminal justice managers and the public

# Office of Justice Statistics and Performance

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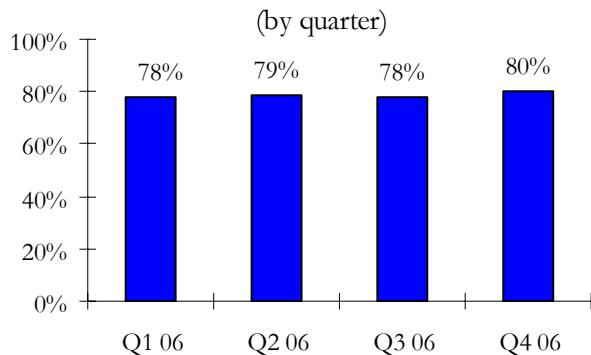
## Support to Law Enforcement Agencies for Crime Reporting

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 2006, OJSP worked to improve the quality and timeliness of crime reports submitted to DCJS by local police agencies. The official 2006 crime files submitted to the FBI in March 2007 were the most complete crime files ever submitted by the State. During 2006, there were several improvements to the Crime Reporting program.

- ✓ OJSP developed a Crime Reporting webpage on the DCJS public website to assist law enforcement agencies with preparing and submitting accurate crime reports. The website includes downloadable manuals, forms, and detailed procedures.
- ✓ OJSP developed and disseminated a New York State Uniform Crime Reporting Manual, which provides extensive detail to police agencies on how to complete each step of crime reporting.
- ✓ OJSP created a monthly Crime Trend summary report on *eJusticeNY*, the secure website for law enforcement, to allow police agencies and district attorneys to continuously monitor how crime is trending in each department, county and region.
- ✓ An in-house delinquency tracking system was implemented in late 2006 to closely monitor outstanding crime reports and track monthly follow-up with police agencies. It is expected that this system will facilitate the submission of more timely crime reports in 2007.
- ✓ Crime reporting staff routinely provide technical assistance to police departments regarding crime reporting. During 2006, OJSP staff responded to 380 requests for technical assistance.

OJSP has been working closely with the Office of Strategic Planning 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 165 contracts had this requirement as of December 31, 2006.

### Percent of Non-NYC Crime Reports Submitted Within 30 Days



- ✓ During the last quarter of 2006, an average of 80% of non-New York City crime data were reported within 30 days, as compared to 78% during the first quarter of 2006.

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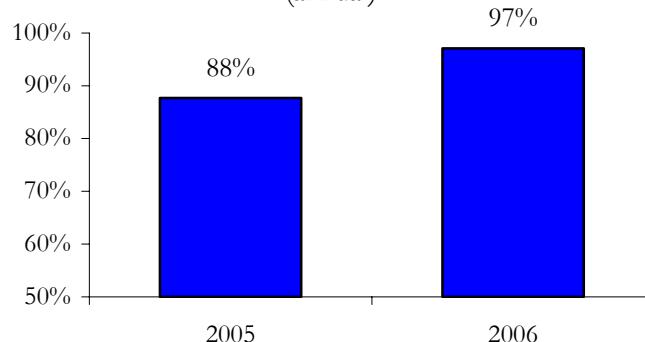
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Contracts with Operation IMPACT agencies have even more stringent crime reporting requirements, where funding can be reduced if reports are submitted late. There are currently 17 Operation IMPACT agencies that are subject to the heightened crime reporting requirements. To assist these agencies, crime data are summarized in a monthly report and distributed to all IMPACT partners. These reports show the most recent levels of reported crime for murder, rape, robbery, aggravated assault, burglary, larceny, and motor vehicle theft.

- ✓ During 2006, the 17 primary IMPACT agencies reported their crime data within 30 days as required 97% of the time, a marked improvement over 2005.

**Percent of Crime Reports Submitted Within 30 Days - IMPACT Agencies**

(annual)

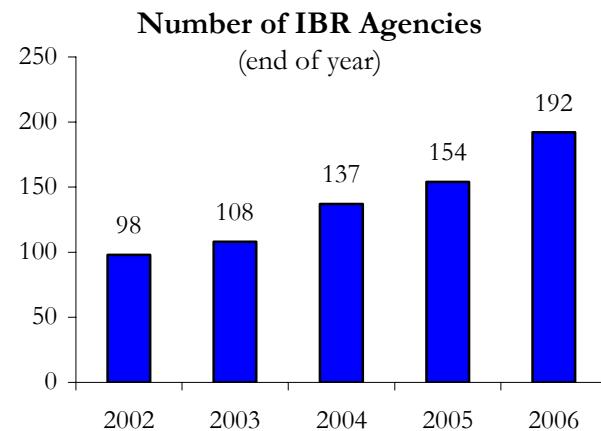


Data prior to 2005 not available.

## Agencies Reporting Through IBR

Law enforcement agencies use one of two reporting systems to submit crime data to DCJS: Uniform Crime Reporting (UCR) and Incident Based Reporting (IBR). The majority of agencies in New York State submit Uniform Crime Reports (UCR). Agencies that report through IBR send a file of electronic incident-based records to DCJS each month.

OJSP has been working to increase the number of agencies that submit crime data through Incident Based Reporting. IBR allows agencies to submit files electronically, and generally provides more accurate information on reported crime.



- ✓ The number of police departments enrolled in IBR nearly doubled between 2002 and 2006.
- ✓ The number of IBR agencies has grown significantly during 2006. A total of 34 new police departments were enrolled, including several large departments.

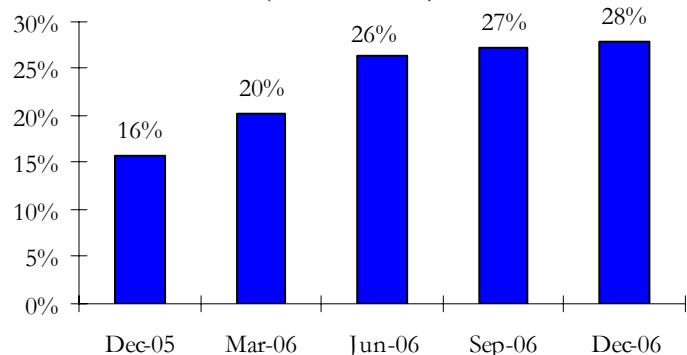
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## Percent of Non-NYC Crime Reported

### Through IBR

(end of month)



OJSP also monitors the percent of crime reported through IBR.

- ✓ The percent of non-NYC crime covered by IBR departments increased from 16% to 28% between December 2005 and December 2006, due to several large departments switching to IBR.

## Crimestat Support for Operation IMPACT Agencies

The 17 Operation IMPACT counties report 80 percent of crime outside of New York City. IMPACT jurisdictions are subject to conditions of funding that are monitored closely through Crimestat. During 2006, reports were developed for Operation IMPACT agencies. These reports are distributed each month to over 100 Federal, State and local criminal justice officials involved in Operation IMPACT. In addition, these reports are posted in the Crimestat Suite on eJusticeNY. The following Operation IMPACT monthly reports were developed during 2006:

- ✓ **IMPACT Crime and IMPACT Violent Crime by Firearm Reports** provide updates on the seven index crime counts, and violent crimes that involved a firearm for the 17 primary IMPACT jurisdictions.
- ✓ **SAFETNet Submissions Report** tracks the number of SAFETNet submissions made by law enforcement agencies in New York State, including specific counts for New York State Police (NYSP), sheriffs' offices, and IMPACT agencies.
- ✓ **Criminal Gun Submissions (GGUN) Report** tracks the number of criminal guns that are entered into the Criminal Gun Clearinghouse by all law enforcement agencies outside of New York City, including specific counts for NYSP and IMPACT agencies.
- ✓ **Stolen Gun Submissions Report** tracks the number of stolen guns reported by all law enforcement agencies in New York State, including specific counts for NYSP, NYPD, and IMPACT agencies through NYSPIN.

# **Office of Justice Statistics and Performance**

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## **Information Available to the Public**

OJSP worked with statewide criminal justice agency managers and executives to develop detailed performance reports on criminal justice activities. These reports are used by agency policy makers, managers and the public.

- ✓ A Crimestat webpage was developed on the DCJS public website to post criminal justice performance reports, making this information available to the public.
- ✓ Detailed Crimestat reports on key criminal justice strategy areas, including Reported Crime, Offender Re-entry, Sex Offender Management, and Operation IMPACT were developed during 2006 and are now updated regularly on the public website.
- ✓ For the first time, an annual Crimestat Report for Criminal Justice was provided to the legislature at the Criminal Justice budget hearings in February 2006.
- ✓ OJSP staff routinely provide analytical and statistical information to State and local criminal justice managers, local law enforcement, researchers, practitioners and the general public. Information requests frequently include requests for detailed crime statistics and arrest data. During 2006, OJPS staff responded to a total of 732 information requests.