

IG NEW YORK CITY'S CRIMINAL JUSTICE INFORMATION SERVICE



FIRST ANNUAL REPORT
1977

OFFICE OF THE MAYOR
DEPUTY MAYOR FOR CRIMINAL JUSTICE
CRIMINAL JUSTICE COORDINATING COUNCIL



50339

THE CIRCLE PROJECT

The New York City CIRCLE project operates with Federal Law Enforcement Assistance Administration (LEAA) funds awarded by the Mayor's Criminal Justice Coordinating Council (CJCC) and the New York State Division of Criminal Justice Services (DCJS). The project is administratively located within CJCC. Project staff is directed by the CIRCLE Committee, which serves as the policy level planning and coordinating body to advise the Chairman of CJCC regarding the development and coordination of a citywide criminal justice information service for New York City. The committee also reviews and makes appropriate recommendations to the CJCC Chairman on all city information systems related grant applications before they are submitted to CJCC or DCJS for action, and undertakes such other related responsibilities as the CJCC Chairman deems necessary.

THE CIRCLE COMMITTEE

Hon. Robert Morgenthau	District Attorney, New York County Chairman
Hon. Michael Codd	Commissioner, New York City P.D. Vice-Chairman
Hon. Francis Looney	Deputy Commissioner, NYCPD
Hon. Eugene Gold	District Attorney, Kings County
Hon. Mario Merola	District Attorney, Bronx County
Hon. John Santucci	District Attorney, Queens County
Hon. Thomas Sullivan	District Attorney, Richmond County
Judge David Ross	Administrative Judge, New York City
Hon. Archibald Murray	Executive Director, NYC Legal Aid Society
Hon. Benjamin Malcolm	Commissioner, NYC Department of Correction
Hon. Gerald Hecht	Director, NYC Department of Probation
Hon. Robert Bott	Director, NYC Office of Management & Budget
Hon. Herbert Sturz	President, VERA Institute of Justice
Hon. Adam D'Allesandro *	Acting Deputy Commissioner, Division of Criminal Justice Services
Hon. Susan Johnson	Assistant State Administrator, Office of Court Administration

CIRCLE STAFF

Mr. Sarwar A. Kashmeri	Director
Ms. Alita Buzel	Research Analyst/Asst. to Director
Ms. Roslaie Sang	Project Secretary

* Mr. D'Allesandro was appointed to the Committee on September 19, 1977; he succeeds Hon. William Bonacum who served on the committee since its inception.

SEP 11 1978

**CHAIRMAN'S REPORT
TO THE MAYOR'S
CRIMINAL JUSTICE
COORDINATING COUNCIL**

In its first year of operation the CIRCLE Project has established the basic framework required for a centralized cost effective criminal justice information service for the City of New York. It has done this by establishing policies that make it possible for the criminal justice community to utilize the large computer installation and expertise at the New York City Police Department as a criminal justice resource. Simultaneously, the project has succeeded in widening the focus of criminal justice computer systems activities to include not only the police department but all five district attorneys, the Legal Aid Society, and the City Department of Probation. The City's Department of Correction and the newly established Criminal Justice Agency (CJA) as well as the Vera Victim/Witness Assistance Project in Brooklyn are now being integrated into this City criminal justice information service.

Through this arrangement whereby every criminal justice agency in the city participates on one centralized computer facility, the CIRCLE effort has ensured computerized services to assist the work of every criminal justice agency thereby providing speedier, more accurate support to the entire system at the least possible cost to the citizens of New York. That these sets of agreements were developed by the CIRCLE Committee, which consists of the head of every criminal justice agency in the City, and were implemented through the City's Deputy Mayor for Criminal Justice make the policies and agreements that have been arrived at practical, workable, and viable.

To enable the NYCPD's computer installation to be utilized as a criminal justice resource and to provide the basis for adequate funding in the future, one of the most important activities the Committee undertook during the year was the establishment of a subcommittee, chaired by the City's first Deputy Budget Director, to develop and recommend policies in this area. Specifically, the subcommittee was charged with developing a formula for sharing the computer facility's cost in an equitable and fair manner between all the criminal justice users of the facility. The subcommittee has made considerable progress and has recently retained the firm of Ernst & Ernst to assist in this task. The subcommittee expects to complete its work by April 1978.

The CIRCLE Committee has now authorized staff to begin the development of a long range (five to ten year) plan for the City's Criminal Justice Information Service. The plan, which will

ACQUISITIONS

cover systems development activities, personnel, security/privacy, and funding requirements will, when completed, serve as the blueprint for such activities in the city. The plan will be a working document that will be updated as part of a regular planning process. The committee expects to complete this task by July of 1978.

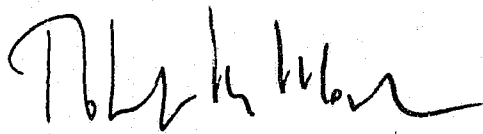
During 1978 the CIRCLE effort will also produce an important computer system inter-connection i.e. the Computerized Arrest and Booking System, being designed for the NYCPD, and the Prosecutor's Management Information System (PROMIS). We expect this inter-connection to reduce the clerical time involved in processing arrests and to eliminate much of the duplicative data gathering that is now required for the Police and Prosecutor's offices. This will be the first of many such inter-connections and resulting benefits that the CIRCLE effort will produce over the next few years. Parallel with this, PROMIS will start producing information on police/prosecutor actions, which will facilitate joint policy making by these two agencies.

Such rapid acceptance of a criminal justice information service that cuts across traditional agency and governmental lines by the entire criminal justice community demonstrates the demand for and the effectiveness of a cost effective centralized data processing facility. Additionally, policy makers are realizing the advantages of a criminal justice computer system in breaking down the communication barriers which are unavoidable in a complex, fragmented, and large criminal justice system of the kind that exists in New York City. We believe that through the CIRCLE effort during 1977, New York City's Police administrators, judges, prosecutors, correctional, and probation administrators together with key officials of city government became even more aware of the computer's potential for interagency communications, record updating, case status reporting and statistics.

I would like to acknowledge the tremendous cooperation shown by the NYCPD and especially the Police Commissioner in making it possible to formulate policies which will result in an efficient computerized information service for all criminal justice agencies. The CIRCLE Committee is advisory to the Chairman of the Criminal Justice Coordinating Council, (who is also the City's Deputy Mayor for criminal justice) and has been

fortunate to have had him as an integral part of all of its deliberations; the Committee has relied on him for support and guidance which he has so amply provided.

Finally, my colleagues on the CIRCLE Committee who are the heads of the criminal justice agencies and whose operations will be dramatically changed as computer services begin to speed up and alter their day to day operations are to be specially commended for supporting the Committee's efforts and lending their support to this vital effort. Without this support the CIRCLE Project could never have achieved its goals.

A handwritten signature in dark ink, appearing to read 'R. M. Morgenthau', with a stylized, flowing script.

Robert M. Morgenthau
Chairman, Circle Committee

PROJECT DIRECTOR'S REPORT

The major portion of this report will describe the manner in which the CIRCLE effort has begun computer projects in each criminal justice agency to both ensure that this important management tool is made available to the entire criminal justice system and that the operational systems that are developed to assist an agency are part of a citywide coordinated effort. However, at this point, we would like to mention some of the activities that have characterized the CIRCLE effort in its role of the criminal justice information systems coordinating mechanism for the city:

Privacy & Security

As the citywide criminal justice information service starts taking shape the issues of privacy and security become even more important. The CIRCLE project considers these issues to be paramount in its planning. One of the reasons the NYCPD computer installation became such a desirable mechanism to host the city's criminal justice information service was the high level of security that exists in it. The headquarters building in which the installation is housed, the manner in which access to the computer room is safeguarded, and the software security designed into the police systems provide a sound basis on which to design an even more secure system in the future.

The *first* CIRCLE sponsored activity was a security and privacy workshop which was held in January of 1977. The workshop was conducted by Mr. Mike Zimmerman of the Theorem Institute who is well known in the Privacy and Security field and Mr. Arnold Hechtman, Deputy General Counsel at the State Division of Criminal Justice Services which is responsible for producing a state CJIS Privacy and Security Plan. The workshop was attended by every City criminal justice agency, including representatives of DCJS and the FBI. The workshop covered all pertinent federal regulations that affect the CJIS field and concentrated on the important LEAA regulations that are to come into force on January 1, 1978.

The importance of this item will be further reinforced in the City's planning since it is to be defined as a specific issue to be dealt with in the long range plan which is now being prepared for the CIRCLE Committee.

State Computer Interfaces

Throughout the year the project has maintained continuing liaison with all of the state projects and agencies that are developing and are operating criminal justice information systems. The State Division of Criminal Justice Services (DCJS), and the State Office of Court Administration (OCA), are represented on the CIRCLE Committee. They are consequently part of the entire CIRCLE planning effort for the city. CIRCLE staff attends all of the working meetings of the State Offender Based Transactional Statistics (OBTS) meetings. The OBTS staff reciprocates by attending all of the CIRCLE Committee meetings. At the national level, CIRCLE continues to communicate with both the FBI's NCIC staff, and the National Law Enforcement Telecommunication System (NLETS) staff.

IBM Executive Briefing Session

At the request of the CIRCLE Committee, IBM conducted a two-day executive briefing session for the members of the CIRCLE Committee. This session, held November 15 and 16, 1977, provided the members with an opportunity to become familiar with technical computer concepts from an executive perspective, to learn about information systems as they are utilized within IBM, to become familiar with criminal justice information systems from various parts of the country and to hear from Dr. Ken King, Director of the City's office of Computer Plans and Control, as to how the CIRCLE effort fits into citywide computer planning.

Proposed Concept For A National Association for Metropolitan Criminal Justice Information Systems

At the request of LEAA, representatives from four metropolitan areas, New York, St. Louis, New Orleans, and Kansas City, met to develop a concept to provide LEAA with an effective mechanism to channel further funding into criminal justice information systems for the nation's larger metropolitan areas. The CIRCLE Project staff director was part of this group which has since submitted the concept to the Systems Division of LEAA for consideration.

The concept paper proposes a Board to be known as the National Association for Metropolitan Criminal Justice Information Systems. The association would consist of representatives from the twenty-five largest

urban centers, which contain 35% of the nations population and 44% of the nation's crime. It would allow them to share ideas, to resolve mutual technical problems, and to continue the development of their information services in a more cost effective manner. The proposed concept specifies a grant of \$80,000 to finance the project on an experimental basis over two years. The grant request is pending approval.

The CIRCLE project has operated with an initial grant of \$201,313 against which vouchering began in October of 1976. It is expected that these funds will be used through February of 1978. At this time the CIRCLE second year funding of \$173,928, recently approved by CJCC and DCJS, will begin supporting staff services to the CIRCLE Committee.

POLICE

The criminal justice process normally begins with an arrest. Most of the information captured at this stage is also required at every other stage of the justice process. With this system wide perspective in mind, and recognizing the cost saving inherent in computerizing the procedures and forms preparation required in the arrest process, the CIRCLE Committee worked with DCJS to obtain a grant of \$80,000 for the New York City Police Department. The grant is being utilized by the New York City Police Department to engage a contractor to do a complete feasibility study, scope definition, requirement analysis and systems design for a computerized on-line arrest and booking system.

To further understand the workload handled by the NYCPD, it must be recalled that there are approximately 250,000 arrests annually in New York City. Each arrest, depending upon the nature of the case, can generate anywhere from 20 to 50 forms.

The On-line Arrest and Booking System will contain a comprehensive set of data elements relating to an incident, transmitted via terminals from remote booking facilities to the central criminal justice information service computer facility, which will then process the data for the operational, administrative and managerial needs of the NYCPD and will automatically transfer it, in an acceptable form, to other criminal justice users. The configuration will provide for on-line data entry and retrieval capability.

The on-line booking system will improve the efficiency and speed of the arrest and booking process for the NYCPD thereby quickly freeing an arresting officer to return to his patrol duties and also assuring accuracy in the reporting of relevant information. At this first step in the criminal justice process the data requirements for other criminal justice agencies will be put into the system as completely as possible. The process will reduce duplication of effort, minimize inefficiencies where agencies interface, and improve the necessary transfer of pertinent information between agencies.

The CIRCLE Committee set up a task force with members from each criminal justice agency to aid the NYCPD in the preparation of the RFP. CIRCLE staff has assisted in the bidders conference and will be part of the evaluation process. After a consultant is selected the CIRCLE task force will be reconvened to assist the NYCPD in implementing the system. This CIRCLE coordination will insure that the NYCPD computerized arrest and booking system will embody the thinking of the entire criminal justice community at both city and state levels.

PROJECT SCHEDULE

EVENT	DATE
1. Concept approved by CIRCLE	July 21, 1977
2. Submitted to Bidders	Sept. 11, 1977
3. Bidders Conference Held	Oct. 18, 1977
4. Responses received	Nov. 30, 1977
5. Vendor selected	Dec. 30, 1977
6. Consultant begins work	Feb. 1, 1978
7. Design completed	July 1, 1978
8. Programming and Installation*	Aug. 1978- Mar. 1979
9. System Operational*	Apr. 1979

*Tentative, for Planning Purposes only

CIRCLE INVOLVEMENT IN 1978

1. During 1978, the CIRCLE Committee will be faced with the need to develop funding for the implementation phase of this crucial project.
2. Policy decisions concerning access to this data file by other agencies, and connections to other computers e.g. DCJS, NCIC, will have to be considered.
3. The effect of the computerized arrest and booking system on offender processing and arraignment in New York City will have to be monitored and pertinent recommendations made to the Deputy Mayor for Criminal Justice for action.

DISTRICT ATTORNEYS & LEGAL AID SOCIETY

In December of 1976 Mayor Abraham D. Beame appointed a Deputy Mayor for Criminal Justice to plan for and coordinate the City's criminal justice system. The Deputy Mayor, who also serves as Chairman of CJCC, assigned top priority to the development of a citywide criminal justice information service whose cornerstone is to be a citywide PROMIS network. Accordingly, a major CIRCLE task during 1977 was to advise and assist the Chairman/Deputy Mayor in negotiating an agreement between all five DA's, the Legal Aid Society and the New York City Police Department that would include the following:

- A. Computer assistance to all the prosecutors' offices and the Legal Aid Society should be provided immediately.
- B. PROMIS should be the system selected and the effort should continue to build upon the work already done to install PROMIS in the New York County District Attorney's office.
- C. A grant application, submitted by the Office of the Deputy Mayor for Criminal Justice, should be made to LEAA for federal funds to develop PROMIS citywide.
- D. PROMIS should operate on the NYCPD/MISD computers with the required addition of peripheral equipment.

The necessary agreements were worked out and a grant proposal for \$977,811 in LEAA funds was prepared. The grant was submitted by the Deputy Mayor for Criminal Justice to LEAA on July 21, 1977 with a transmittal letter from the Mayor and endorsement letters from the District Attorneys of Richmond, Kings, Queens, Bronx and New York counties, the Police Commissioner, and the Executive Director of the Legal Aid Society. Recognizing the crucial role of the PROMIS concept to the City's criminal justice system, Representative Elizabeth Holtzman was briefed on CIRCLE/PROMIS and strongly backed the city's proposal to LEAA. Through her initiative, Congressmen Jonathan Bingham, John Murphy, Charles Rangel, Frederick Richmond, Benjamin Rosenthal, James Scheuer, Stephen Solarz, Theodore Weiss, Lester Wolff, Leo Zafferetti and (now mayor elect) Edward Koch, also co-signed the letter to LEAA.

Final budgetary details are now being worked out with LEAA and it is expected that a favorable response will be received before the end of 1977.

Both the Deputy Mayor and CIRCLE expect that the installation of PROMIS Citywide will improve trial readiness, service to and cooperation from victims and witnesses, utilization of court time, use of scarce prosecution and defense resources, and coordination among district attorney, police, court and correctional agencies, as well as provide an objective basis for policy formulation

and decision making by the Deputy Mayor's office.

More than 170 individual pieces of information concerning each defendant will be stored into the central PROMIS files. The files will be organized in a manner that will provide the necessary security and confidentiality of each agency's records. The information will include defendant's name, date and time of arrest, arresting officer, charge, previous arrests, sentences, disposition of case, etc.

PROMIS, under the direction of the Deputy Mayor for Criminal Justice, will strengthen the City's ability to fight crime by:

- Helping the police and the prosecutors focus their resources on the career criminal.
- Isolating serious felony cases for special attention.
- Providing information on case processing, such as frequency of adjustments, time from arrest to conviction, bail status, dismissal rates, reasons for dismissals, etc.
- Speeding case processing from arraignment to sentencing.
- Providing data on sentences.
- Providing data to assist agency heads in evaluating the performance of their personnel.
- Providing the Deputy Mayor for Criminal Justice with data vital to planning for and coordinating the City's criminal justice system.

A preliminary cost benefit analysis done by INSLAW (The Institute for Law and Social Research, Washington, D.C., which created PROMIS and is funded by LEAA to assist in its transfers nationwide) shows that PROMIS will save the user agencies \$1,500,000 once it is fully installed. Based upon the PROMIS experience in 17 other cities, it is anticipated that full operation and consequent savings will be achieved during the fourth year of operations.

In accordance with the purposes of the CIRCLE Committee, the Deputy Mayor has decided that the citywide PROMIS effort should be implemented through the CIRCLE Project Director.

PROJECT SCHEDULE

EVENT	DATE
1. Citywide Decision to use PROMIS	Apr. 27, 1977
2. CIRCLE approval of grant	July 21, 1977
3. Grant Submitted	July 28, 1977
4. Expected Approval	Dec. 1977
5. Work to Begin*	Jan. 1978
6. System Operational*	July, 1979

*Tentative for planning purposes only.

CIRCLE INVOLVEMENT IN 1978

PROMIS will continue to be the focal point of the City's criminal justice information systems development during 1978. Some of the policy level decisions to be made during the year concern:

1. Security and privacy in the exchange of criminal justice information between the various City criminal justice agency PROMIS users.
2. Information exchange between the Judicial Information Service and PROMIS.
3. Interconnection of PROMIS to other computer systems.
4. Levels of federal and local funding for the 2nd and 3rd years of PROMIS development and operation.
5. Long-range funding projections for operation of the system.

MANHATTAN PROMIS

The PROMIS/Manhattan project in the New York County District Attorney's office is approaching completion. Manhattan PROMIS staff is projecting implementation of the system in the Supreme Court by the end of this year.

The project has recently been awarded third year funding. With this funding, PROMIS will become an integral feature of the DA's office and will help ensure that Manhattan PROMIS will be coordinated with the development of PROMIS City-wide.

PROMIS/Manhattan has helped pave the way for City-wide implementation of PROMIS. The knowledge and experience that PROMIS/Manhattan staff gained in adapting PROMIS to the New York environment will be crucial to the development of Citywide PROMIS.

CIRCLE staff efforts during the year were concerned largely in assisting with the agreement to run PROMIS/Manhattan on the NYCPD computers and in liaison between PROMIS/Manhattan and city agencies such as OMB.

COURTS

The State Office of Court Administration (OCA) has overall responsibility for designing and implementing a state wide court information service. The representation of OCA on the CIRCLE Committee ensures that OCA information system planning will be an integral part of the City's CJIS plan.

During 1977, a policy agreement to share court computerized information with the City's CJIS was effected.

The Office of Court Administration requested that the CIRCLE Committee coordinate requests for information from city agencies for OCA data. This is a policy decision which reflects on the coordination capabilities of the CIRCLE

Committee and will result in one interface between the executive level information system and the state's judicial information system thus providing a single mechanism for both policy and technical decisions. The CIRCLE Committee agreed to assume this responsibility and any city agency requesting court information will now need to channel it through the Committee.

This was an important step in the CIRCLE planning effort since it will both eliminate certain duplicative data gathering operations in the future and simultaneously safeguard the integrity of both judicial and executive computer systems. The elimination of duplicative data gathering, when implemented, will reduce costs for both information systems. The policy agreement between OCA and CIRCLE will now make it possible for technical staffs to concentrate on the interface mechanisms.

CIRCLE INVOLVEMENT IN 1978

The Committee will become increasingly involved in negotiating the mutual sharing of information between the executive and judicial information systems.

CORRECTIONS

The New York City Department of Correction's Inmate Information System (IIS) is designed to furnish a prompt identification and location of each inmate in correction's custody with a complete case history. The system's data bank contains over 200 elements of data for each prisoner; for example, the inmate's location, criminal background, charge, bail set, court appearance date, and personal characteristics. In addition, management reports are derived from the data files, such as daily inmate census, bail amounts, discharge dates, Criminal and Supreme court appearance lists, and reimbursement reports.

The system, though functional, is hindered by a lack of trained personnel dedicated to the department's computer needs. This personnel shortage prevents the system from achieving its optimal efficiency.

At the request of the Deputy Mayor for Criminal Justice the CIRCLE staff is conducting a report to determine the economic and technical feasibility of moving the department's information system to the City's central CJIS facility. Since the department presently expends \$68,000 annually in utilizing a commercial service bureau, this transfer is expected to save the department a significant amount of money. CIRCLE expects to work with the department to ensure that proper staffing is obtained for the department's information service so as to enable it to function in a more efficient manner.

Simultaneously with this report the staff (assisted by the Commanding Officer of the NYCPD/MISD facility and PROMIS/Manhattan

project director) is evaluating a proposal to develop a joint information system to serve the needs of both the Correction Department and the City's Criminal Justice Agency (CJA) which makes recommendations on pretrial release for defendants in New York City.

CIRCLE INVOLVEMENT IN 1978

CIRCLE will become involved in deciding the most efficient and rapid method of transferring the system. Correction's needs for the next 5 years will be analyzed for inclusion in the CIRCLE long range plan. Staff assistance, in planning for and obtaining adequate staffing for operating and developing the information service, will be provided.

PROBATION

High on the agenda of the Department of Probation is a commitment to the principles of modern management which begins with the creation of a comprehensive management information system. The Department has already instituted a manual reporting system to make more effective use of scarce resources, to target problem areas, and to improve management of cases.

Efforts are underway to design and implement an Automated Juvenile Index as the first step in the Department's long-range plan to computerize management information. Mandated by the Family Court Act of 1976, the Juvenile Index will facilitate the retrieval of juvenile records which may be located in the different boroughs of the City.

At present, lack of time mitigates against any extraordinary search by probation officers of records which may have a bearing on the processing of juvenile cases, particularly at Intake. After conducting a study of alternative methods of data retrieval, the Department chose an on-line system comprised of terminals in Family Court Branch Offices linked to a central computer as the best cost-effective approach.

The Director sought the technical assistance of the CIRCLE staff in the development of a Preliminary Systems Design for the Juvenile Index. This study was completed in June, 1977 and subsequently reviewed by the Police Department. A final agreement was reached in November between the Police Department and the Department of Probation to implement the Juvenile Index on the central CJIS computer installation at One Police Plaza. This installation is expected to have the capacity in the future to handle the Department's long range MIS needs.

With the assistance of the CIRCLE staff, the Department is recruiting a Senior Applications Programmer/Analyst who will be responsible for developing the contract specifications and performing systems design in connection with the Juvenile Index.

CIRCLE INVOLVEMENT FOR 1978

The staffs of CIRCLE and the Division of Planning in the Department will continue to work closely on the establishment of the Juvenile Index and related issues such as privacy and security of records.

VICTIM WITNESS ASSISTANCE PROJECT (VWAP)

The computer system at the Victim/Witness Assistance Project (VWAP) is built around two primary goals: 1) efficient management of notifications for prosecution witnesses in Brooklyn Criminal Court, and 2) development of a technologically advanced, prosecution oriented data base in the jurisdiction served.

CIRCLE staff has been working with the staffs of VWAP and PROMIS/Manhattan to plan for the use of the Appearance Control Package being developed by PROMIS/Manhattan. Agreement has been reached on data elements to be stored by PROMIS to allow for this use. Technical discussions are being held to select equipment, schedule deliveries and plan for an orderly transfer of VWAP processing to the NYCPD/MISD facility. VWAP presently expends \$169,000 in utilizing a commercial service bureau: Meditech, in Boston, Massachusetts. This utilization of PROMIS/Manhattan will save a large portion of these funds and assist in any plans to institutionalize the project. The transfer could be made as early as April of 1978 when PROMIS/Manhattan's Appearance Control Package is to be operational.

CRIMINAL JUSTICE AGENCY (CJA)

The Criminal Justice Agency (CJA) is a non-profit agency which provides R.O.R. services to defendants arrested in New York City. CJA is responsible for determining defendants' eligibility for R.O.R. on the basis of certain key factors. A computerized notification system is utilized to insure defendants' court appearances. Presently, CJA is spending \$313,000 a year for its computer system.

CIRCLE staff is presently analyzing plans for moving this information system from the Meditech computer facility in Boston, Massachusetts to the City's CJIS facility at the NYCPD/MISD. An alternative proposed by CJA of combining its information system with that of the Department of Correction is being considered with a view to rapid implementation of the transfer from Boston.

Addendum to 1977 CIRCLE Annual Report

CIRCLE COMMITTEE MEMBERSHIP AS OF MARCH 1, 1978

Honorable Robert M. Morgenthau
Chairman
District Attorney, New York County

Honorable Robert A. McGuire
Vice-Chairman
Commissioner, New York City Police Department

Honorable Matthew F. McPartland
Deputy Commissioner, NYCPD

Honorable Eugene Gold
District Attorney, Kings County

Honorable Mario Merola
District Attorney, Bronx County

Honorable John Santucci
District Attorney, Queens County

Honorable Thomas Sullivan
District Attorney, Richmond County

Honorable Judge David Ross
Administrative Judge, New York City

Honorable Archibald Murray
Executive Director, NYC Legal Aid Society

Honorable William Ciuros, Jr.
Commissioner, NYC Department of Correction

Honorable Thomas L. Jacobs
Director, NYC Department of Probation

Honorable James R. Brigham
Director, NYC Office of Management & Budget

Honorable Michael Smith
President, VERA Institute of Justice

Honorable Adam D'Allesandro
Acting Deputy Commissioner, Div. of Criminal
Justice Services

Honorable Susan Johnson
Assitant State Administrator, Office
of Court Administration

**BY LAWS OF THE
COORDINATED INFORMATION FOR THE
REDUCTION OF CRIME THROUGH LAW
ENFORCEMENT (CIRCLE) COMMITTEE**

ARTICLE I

The name of the Committee shall be: The Coordinated Information for the Reduction of Crime Through Law Enforcement (CIRCLE) Committee.

ARTICLE II

Object

The Committee serves as the policy level planning and coordinating body to advise the Chairman of the Criminal Justice Coordinating Council (CJCC) regarding the development and coordination of a city wide criminal justice information service for New York City. The committee will also review and make appropriate recommendations to the CJCC Chairman on all city information systems related grant applications before they are submitted to CJCC or the State's Division of Criminal Justice Services (DCJS) for action, and such other related responsibilities as the CJCC Chairman, may deem necessary.

ARTICLE III

Members

Section 1. The committee shall consist of the heads of the following agencies: New York City Police Department, New York City Department of Probation, New York City Department of Correction, New York City Office Management and Budget, District Attorney offices of each county.

The Deputy Commissioner for Criminal Justice — New York City Police Department, Executive Director, Legal Aid Society, Director Vera Institute of Justice, Chief Administrator Judge for the City of New York, Deputy Commissioner for Information Services — New York State Department of Criminal Justice Services, Director of Management and Planning — New York State Office of Court Administration and such ad hoc members that the CJCC Chairman may designate subject to approval of a majority of the members present and voting. Such ad hoc members shall serve at the pleasure of the CJCC chairman.

Section 2. The members of the committee shall be appointed by the CJCC Chairman and serve until such time as a member leaves office or submits a resignation.

ARTICLE IV

Officers

Section 1. The officers of the committee shall be a Chairman and a Vice Chairman. The Chairman shall be appointed by the CJCC Chairman and serve a two year term. The Vice Chairman shall be elected by the Committee for a two year term excepting for the first election which will be for one year to establish a non-concurrent term for the officers.

ARTICLE V

Duties of Officers

Section 1. Chairman: It shall be the duty of the

Chairman to preside at all meetings and to appoint all subcommittees.

Section 2. Vice Chairman: It shall be the duty of the Vice Chairman to serve temporarily in the capacity of Chairman in the event of the Chairman's absence or disability, with full authority.

ARTICLE VI

Meetings

Section 1. The committee shall hold regular meetings at a time and place set by the Chairman. The Chairman may reschedule a meeting for good cause.

Section 2. A special meeting may be called by the Chairman or by the CJCC Chairman at any time.

Section 3. Any member who is unable to attend a meeting may send a representative to attend in his place. Such a representative may take part in all discussions but cannot vote unless a written proxy signed by the member is first received by the Chairman.

ARTICLE VII

Subcommittees

Section 1. Subcommittees, standing or special, may be appointed by the Chairman from time to time as deemed necessary to carry on the work of the committee.

ARTICLE VIII

Quorum

Section 1. A majority of the membership shall constitute a quorum.

Section 2. A quorum is required to transact any business at a meeting.

ARTICLE IX

Voting

Section 1. All questions brought before the committee will be decided by a majority of the members present.

Section 2. Voting by ballot will be permitted if a motion requesting the same is adopted by the committee.

ARTICLE X

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the committee in all cases not consistent with these Bylaws.

ARTICLE XI

Amendment of Bylaws

Section 1. These Bylaws may be amended at any meeting of the committee by a two-third vote, provided that a quorum is present. However, no amendment(s) to these shall be voted on, unless all members have received at least ten business days written notice of the language verbatim of the proposed amendment(s) and the date on which the proposed amendment(s) will be considered.

ARTICLE XII

These Bylaws shall become effective after approval by a two-thirds vote of the committee's then current membership.

*(As approved at the regular
meeting April 28, 1977)*

CIRCLE project
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END